



DATE	April 2014
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Management Analyst/City Secretary
 DEPARTMENT/DIVISION: City Manager’s Office
 REPORTS TO: Director of Administrative Services

SUMMARY: Responsible for preparing reports for City Council and City Manager’s Office, act as legislative liaison in coordination with the Director of Administrative Services, attend all City Council meetings and develop official minutes and agendas. Oversee activities of the City Secretary division, including maintenance and retrieval of official records, administers municipal elections, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Complete research, surveys and other special projects, as directed by the City Council, Director of Administrative Services and the City Manager.
- Coordinate legislative updates with the Director of Administrative Services.
- Represent the City of Carrollton in public and city-wide meetings as necessary.
- Assist the Director of Administrative Service in preparing and providing input on the City Manager’s Office budget.
- Administer all facets of Municipal elections, including coordination of Dallas and Denton County elections, serve as the department contact regarding polling places and election officials. Responsible for election orders, Department of Justice pre-clearance, canvass and all legal notices. Coordinate all campaign reporting requirements.
- Administer creation, indexing, maintenance, and retrieval of the official records of the City, including minutes, ordinance and resolutions, contracts, deeds, title and abstracts of City property, and other related official documents.
- Act as Records Management Officer for all city records including developing and filing record retention schedules with the State, assists in designating the storage, retrieval and destruction of city records in compliance with Texas Local Government Records Act.
- Ensure meetings comply with mandated requirements including the Texas Open Meetings Law.
- Ensure meetings comply with mandated requirements including the Public Information Act.
- Oversee the administration of the issuance of beer and/or wine off premise permits.
- Coordinate the appointment and membership records for all city boards and commission.
- Responsible for creation/maintenance of information regarding City Secretary division functions onto the City Of Carrollton Web Page and intranet.
- Serves as the Title VI Coordinator and Maintains Title VI annual work plan and accomplishment report. Updates Title VI documentation as needed and hears and logs external discrimination complaints.
- Perform miscellaneous duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervise division staff including Deputy City Secretary and Records Clerk.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Council-Manager form of government.
- Knowledge of rules and regulations of the Texas Open Meeting Act and Texas Open Records Act.
- Skilled in delegating and prioritizing work.
- Skilled in preparing reports.
- Skilled in developing, evaluating, recommending, and implementing processes and procedures.
- Skilled in managing change and confidential/sensitive topics.
- Skilled in coordinating and executing multiple tasks.
- Skilled in conducting research.
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures.
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Master's Degree in Public Administration or other government related field of study.
- 2 years experience in a government related work setting.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions.
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, and/or airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.