

City of Dallas
Classification Specification

Title:	City Secretary	Class Code:	24302
Application:	Single Incumbent	Pay Grade:	Miscellaneous
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Responsible for city-wide records management program and serves as chief election official for all city elections

Essential Functions:

1. Attends all meetings of the City Council and keeps accurate records of all actions taken by the City Council.
2. Oversees a records management program for the city that provides guidance for the identification, maintenance, retention, security, electronic storage, microfilming, disposition, and preservation of city records and supervises a city records management officer who administers the program.
3. Oversees the operation of the city's archives and records storage facility for the storage of inactive city records until such time as those records may be disposed of and identifies, preserves, and serves as custodian of the city's historical records.
4. Inspects or directs the city records management officer to inspect the city records and report to the City Council and the City Manager any irregularities or failures of the city to create, identify, or maintain records in accordance with requirements assigned by law.
5. Administers oaths and attests contracts, assessment certificates and other legal instruments when executed by the authorized officers of the city.
6. Serves as the election official for all city elections.
7. Manages background checks of nominees to ensure suitability for confirmation and appointment.
8. Performs other duties as required by the City Charter, the City Council, or state law.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of Chapter IIIA of the City Charter.

Thorough knowledge of principles and practices associated with a secretariat for a deliberative policy-making body.

Thorough knowledge of federal, state, and city laws or ordinances, administrative rules and regulations governing records management, election administration, archives administration, open meetings, and public access to information.

Thorough knowledge of principles and practices of local government administration, budget preparation, and personnel management.

Ability to maintain an effective working relationships with all levels of city employees, city officials, employees and officials of other government entities, community interest groups, members of the media, and citizens.

Ability to communicate effectively, both orally and in writing, with diverse audiences.

Ability to supervise others.

Working Conditions and Hazards:

Normal office environment.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.