



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 316.3

Job Title: **ASSISTANT CITY SECRETARY(EXE LEV)**

Pay Grade: 28

GENERAL SUMMARY:

Maintains records and preserves the minutes and proceeding of the City Council. Acts as custodian of all documents. Makes certificates of Council proceedings, affixes the official city seal and performs various support activities in relating to business functions.

RESPONSIBILITIES:

- Coordinates departmental financial operations, including budget planning, projects cost analysis, expenditure control and accounting procedures.
- Coordinates special programs including planning, research, promotions and evaluations.
- Interviews and recommends candidates for employment. Counsels, trains and evaluates personnel performance.
- Prepares, edits and revises City Council Agenda, correspondence and procedures manuals.
- Works with City Secretary to initiate and implement programs and services to meet long and short range goals.
- Researches information and interprets ordinances, motions and legal documents for departments and the public.
- Prepares responses for department/divisions management and assist with sensitive issues.
- Attends meetings and conferences involving public and private groups and city officials. Acts as liaison on matters involving other departments.
- Researches, analyzes and reviews new vendors, equipment, services and regulations.
- Completes special projects assigned by City Secretary (i.e., special hearings, dissemination of weekly agendas to the public, preparation of public speakers lists, etc.).
- Assist City Secretary in conducting all aspects of citywide general and runoff elections.

SPECIFICATIONS:

KNOWLEDGE:

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to 3 years duration are characteristic of this level.

SPECIFICATIONS: (continued)

EXPERIENCE:

Four years experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED :

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant City Secretary

Effective: October 1990