



City of Rollingwood, Texas
City Secretary – Job Description and Community Profile

Department: Administration

FLSA: Exempt

Salary Range: \$55,000-\$75,000

The City of Rollingwood is seeking its next City Secretary. Rollingwood is a picturesque community positioned on the west bank of Lady Bird Lake, between the City of West Lake Hills and the City of Austin. Rollingwood abuts the west side of Zilker Park, the site of many festivals, music concerts, and acres of open green space. With just over 1,500 citizens, Rollingwood has a diverse population of residents who love the feel of our close-knit small town. The topography of the neighborhood allows for walkability and the residents enjoy using the streets for exercising, walking dogs and riding bikes. There is no shortage of children playing throughout the neighborhood and everyone delights in the amenities of Rollingwood Park for outdoor recreation on ball fields, playgrounds, and trails. Rollingwood has been ranked as the best place in Texas to raise a family by Niche Magazine. In addition, Rollingwood has a growing commercial district featuring eateries, retail businesses and professional offices, which have helped position Rollingwood as a vibrant community for the future.

The City of Rollingwood is a Type A General Law City where the City Council is the governing body of the City consisting of five elected Council members and a Mayor; with the framework of City Administrator form of government.

City Secretary

The City Secretary provides leadership to the City Administrator and various city department heads and staff members. The City Secretary also performs Human Resources duties and other special projects as assigned.

The City Secretary is an Officer of the City and performs those duties prescribed by the laws of the State of Texas, the ordinances of the City of Rollingwood as well as other such duties as the City Administrator prescribes. The City Secretary serves as the City's Records Management Officer, and ensures the City complies with the Texas Open Meetings, Texas Public Information Laws, Texas Election Code and other governmental laws and procedures.

This is a full-time, salaried position and hours of work vary based upon departmental needs. The City Secretary is expected to attend regular and special City Council meetings, board and commission meetings, and a variety of local, county, state and other meetings and training events. Evening and weekend work may be required as job duties demand and the City Secretary may also be expected to perform the duties of subordinate personnel, or other duties, as assigned.



The Ideal Candidate

- Exhibits strong interpersonal/human relation skills and has the ability to get along with customers, co-workers, council members and citizens
- Has the ability to work independently with limited direction relying on his/her own judgment, requesting supervisory assistance only when necessary, and seeking performance feedback periodically
- Has the ability to communicate effectively both verbally and in writing
- Prioritizes organization and attention to detail
- Is a leader who is comfortable with technology and the oversight and management of software and systems specific to administration of public meetings; such as computers, audio and visual equipment and an agenda management system

Essential Duties and Responsibilities

- Serves as the main liaison between the City Council, Boards and Commissions, and City Staff
- Meets with elected officials, board and council members, law enforcement officials, community and business representatives and the public as needed
- Coordinates, manages, and oversees the agenda preparation for the City Council and boards and commissions and maintains primary responsibility for the timely posting of public meeting agendas, in accordance with the requirements of the Texas Open Meeting Act and Public Information Act
- Attends regular and special City Council, Planning and Zoning, Board of Adjustment, Park Commission and Utility Commission meetings and oversees recording, including live streaming, indexing and preparation of the minutes
- Maintains and administers the Municode agenda management system, meeting streaming, and codification features
- Prepares and files ordinances, proclamations, resolutions and orders of the City Council; oversees the codification of ordinances in to the code of ordinances
- Directs and ensures that legal notice publications are accurate, processed and published according to the State and local laws and City policies, including but not limited to notices of public hearings, requests for bids and other necessary legal notices
- Attends or designates personnel to attend conferences and meetings to keep abreast of current laws and legislation regarding local government, open meetings, open records, municipal elections and preservation of city records
- Prepares, maintains and oversees city contracts
- Administers and oversees city elections in accordance with the Texas Election Code, Local Government Code, in coordination with the Travis County Elections Office, including posting of legal notices, monitoring of candidate filings and inquiries, canvassing of election results coordination and administration of oaths of office.
- Serves as the custodian of City records; maintain, update, and preserve all historic, public, and legal records in compliance with the Texas State Library and Archives Commission. Maintains emergency record back-ups and procedures; periodically reviews performance and effectiveness and formulate programs or policies to alleviate deficiencies
- Maintains records of elected officials and board and commission members
- Maintains Human Resources records including employee files, HIPAA files, job postings, applications and resumes
- Assists in providing Human Resource information to employees



- Performs special projects and other duties as assigned

Competencies

- Computer and Technology Proficiency
- Ethical Conduct
- Competent and Respectful
- Communication Proficiency
- Leadership
- Stress Management/Composure
- Time Management
- Problem Solving/Analysis
- Decision Making
- Diversity and Inclusion
- Project Management
- Personal Effectiveness/Credibility
- Teamwork
- Initiative

Travel

The City Secretary may be required to travel locally during the business day as well as out of the area for daily/overnight trainings, seminars and conferences.

Training and Professional Development

The City of Rollingwood is dedicated to the training and development of its employees and encourages employees to join professional organizations that will benefit them in their respective roles. The City Secretary is required to maintain membership in the Texas Municipal Clerks Association, and is encouraged to join other important local government organizations that provide training and professional development.

Benefits

The City of Rollingwood provides excellent, competitive benefits for full-time employees. Please see the attached Benefits Page for a full listing of benefits for full-time employees of the City of Rollingwood.

Supervision

The City Secretary position is appointed by and serves at the pleasure of the City Council, and is under the direct supervision of the City Administrator. The City Secretary shall report to both the City Council and the City Administrator.

Education & Experience

- Preferred: Master's Degree in Public Administration, Business Administration or related field
- Minimum: Bachelor's degree in Public Administration, Business Administration, or related field **OR** any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Certifications

- Texas Registered Municipal Clerk Certification or ability to obtain within 2 years.

**Conditions of Employment**

- Valid Texas Driver's License and the ability to pass a drug screen

How to Apply

Qualified applicants should submit a cover letter, resume, and completed city employment application via mail or delivery at 403 Nixon Drive, Rollingwood, Texas, 78746, attention: Assistant to the City Administrator, Makayla Rodriguez, or submit it electronically to Makayla Rodriguez at mrodriguez@rollingwoodtx.gov. Applicants can download the city application from the city website, www.rollingwoodtx.gov or can pick up the documents at Rollingwood City Hall at 403 Nixon Dr, Rollingwood, Texas 78746. Position opened until filled.



**City of Rollingwood
Full-Time Employee Benefits**

Medical Benefits

- Health Insurance - 100% paid by the City for the Employee, option to add dependents
- Dental Insurance - 100% paid by the City for the Employee, option to add dependents
- Vision Insurance - 100% paid by the City for the Employee, option to add dependents
- Employee Life Insurance – 1x Base Annual Earnings, Max \$150,000
- Additional Life Insurance through TMRS equivalent to 12-month's salary if death occurs while you are an active employee
- Short-Term Disability
- Long-Term Disability
- Workers Compensation Insurance and 100% Salary Indemnity
- Employee Assistance Program (EAP) through Deer Oaks

Retirement Benefits

- Texas Municipal Retirement System (TMRS) 7% employee contribution, 2:1 City contribution, with 5-year vesting and 20-year retirement
- Optional Roth IRA Account with Mission Square Retirement (Formerly ICMA-RC)
- Optional Deferred Compensation Account with Mission Square Retirement (Formerly ICMA-RC)

Other Benefits

- COLA and Annual Anniversary Increases as determined by the City Council
- Paid Vacation based on years of service
- Paid sick days
- 15 Paid Holidays per year
- Longevity Pay
- Certification Pay for Police Department and Public Works Department
- Bilingual Pay
- Education Pay
- Bereavement Leave with Pay
- Administrative Absence with Pay for Jury Duty, Conferences, Voting
- City-paid training seminars
- City-paid licenses and associated training
- City-paid uniforms for outside departments
- Social Security and Medicare shared expenses