TOWN OF POETRY, TEXAS ORDINANCE NO. 2021-06-01

AN ORDINANCE OF THE TOWN OF POETRY, TEXAS CREATING THE POSITION OF CITY SECRETARY;
PROVIDING FOR THE TERM OF OFFICE AND PRESCRIBING DUTIES PERTAINING TO THAT OFFICE.

WHEREAS, The Town of Poetry is authorized by Section 22.071 of the Texas Local Government Code to establish the office of City Secretary; and

WHEREAS, this Ordinance was passed at a meeting in strict compliance with Chapter 551 of the Texas Government Code at which a quorum of the City Council was present and voting;

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, THAT:

Section 1 Office Created

The office of City Secretary of the Town of Poetry, Texas is hereby created.

Section 2 Appointment

The secretary will be under the direction and supervision of the Town Mayor and will be a volunteer position.

Section 2 Term of Office

The City Secretary shall be appointed for an indefinite period and shall be subject to discharge at the will of the Town Council.

Section 4 Powers and Duties

The City Secretary shall have all the powers enumerated in Section 22.071 of the Texas Local Government Code. In addition to the duties specified in Section 22.073 of the Texas Local Government Code, the City Secretary shall have the following powers and duties:

1. **To act as Treasurer for the Town discharging those duties enumerated in Section 22.075 of the Texas Local Government Code.**
2. **To assist the mayor in the mayor's duties as budget officer and, as such, to do the following at the direction of the mayor: gather financial information on the anticipated expenditures,**

including financial information from various sources, and to assist the mayor in preparing and submitting to the Town Council for approval, prior to the beginning of each fiscal year, a proposed budget of revenues and expenditures for the ensuing year.

3. To report, in writing to the governing body monthly report showing the revenues and expenditures of the Town.
4. To oversee preparation, posting, and distribution of agendas and packets for public meetings.
5. Attends Town Council meetings and records proceedings.
6. Develops and updates ordinances and resolutions.
7. Assists with researching and developing operation policies and procedures.
8. Coordinate and assist boards/commission with Open Meetings Act compliance.
9. Monitors terms and attendance of boards/commissions members.
10. Responds to requests for Public Information Act with the Assistance of mayor and City Attorney.
11. Oversees publications and posting of legal notices and items on webpage.
12. Conducts city elections in accordance with State laws and Town Ordinances.
13. Acts as Town bookkeeper, in charge of payrolls, accounts payable, accounts receivable. May be asked to perform bank reconciliations.
14. Provides daily customer service to the general public when the Town Hall is open.
15. Officially records all ordinances and resolutions.
16. Manages City records in accordance with State Law.
17. Maintains and officially processes all Town Ordinances.
18. Provides notary services.
19. Assist mayor and council with conducting Town business.

<u>Knowledge, Skills and Abilities</u>

- Communicate effectively and courteously in person, telephone, in writing, and by email.
- Knowledge of Texas Open Meetings Act (or willing to go through training)
- Knowledge of federal, state, and city rules/regulations governing municipal functions.
- Knowledge of federal, state, local laws and city ordinances.
- Knowledge of municipal budgeting methods.
- Skill in coordinating various functions.
- Skill in developing and implementing plans to efficiently achieve goals and objectives.
- Skill in establishing and maintaining effective working relationships.
- Skill in handling conflict and uncertain situations.
- Proficient in Microsoft Office. (Word, Excel)
- Proficient in QuickBooks and basic accounting principles.
- Proficient in the operation of copier, fax, recording and other office equipment.
- Initiative, leadership, and the willingness to learn new concepts and methods.
- Ability to work independently.
- Willing to achieve Texas Municipal Clerk Certification and maintain Notary Certification.

PASSED AND APPROVED by the Town Council of the Town of Poetry, Texas this 15th day of June 2021.

Tara Senkevech 12/3/21

Tara Senkevech, Mayor **Date**

Attest: Dorothy Dillon

Notary Public

DOROTHY DILLON
NOTARY PUBLIC
STATE OF TEXAS
ID: 125073917
EXP: 10-01-2024

POETRY TEXAS