

**RESOLUTION NO. 2021-R-1**

**A RESOLUTION OF THE VILLAGE OF VOLENTE, TEXAS, CREATING THE POSITION OF ASSISTANT CITY SECRETARY, AND CONFIRMING AND RATIFYING THE APPOINTMENT OF MELISSA SELTMANN AS ASSISTANT CITY SECRETARY, EFFECTIVE MARCH 1, 2021.**

**WHEREAS**, pursuant to Section 23.051 of the Texas Local Government Code, the governing body of the municipality may appoint officers to carry out the municipality's functions; and

**WHEREAS**, the Village of Volente Village Council ("Village Council") seeks to create the position of Assistant City Secretary with the responsibilities and duties outlined in the Job Description, attached hereto as **Exhibit A**; and

**WHEREAS**, the Village Council finds that it is necessary and proper for the good government, to establish the position of the Assistant City Secretary and ratify the appointment of Melissa Seltmann as Assistant City Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS, THAT:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

**2. RATIFICATION**

The Village hereby creates the position of Assistant City Secretary with the responsibilities and duties outlined in the Job Description, Exhibit A. The Village confirms and ratifies the selection of Melissa Seltmann as Assistant City Secretary, effective March 1, 2021, at a rate of \$20.00 per hour.

**3. REPEALER**

To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of these clauses, sentences, paragraphs, sections or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

**5. EFFECTIVE DATE**

This Resolution shall be effective immediately upon passage.

**PASSED & APPROVED, this the 16th day of March 2021, by the following roll call vote of the Village Council of Volente, Texas:**

<b>Mayor Pro Tem, City Council Racht</b>	<u>  X  </u>	<i>For</i>	<u>      </u>	<i>against</i>	<u>      </u>	<i>abstain</i>	<u>      </u>	<i>absent</i>
<b>Council Member Hopkins</b>	<u>      </u>	<i>For</i>	<u>      </u>	<i>against</i>	<u>      </u>	<i>abstain</i>	<u>  X  </u>	<i>absent</i>
<b>Council Member Evans</b>	<u>  X  </u>	<i>For</i>	<u>      </u>	<i>against</i>	<u>      </u>	<i>abstain</i>	<u>      </u>	<i>absent</i>
<b>Council Member Ruff</b>	<u>  X  </u>	<i>For</i>	<u>      </u>	<i>against</i>	<u>      </u>	<i>abstain</i>	<u>      </u>	<i>absent</i>
<b>Council Member Wilson</b>	<u>  X  </u>	<i>For</i>	<u>      </u>	<i>against</i>	<u>      </u>	<i>abstain</i>	<u>      </u>	<i>absent</i>

**VILLAGE OF VOLENTE:**



Dan Thost, Mayor

**ATTEST:**



Sonja De La Fuente, Village Secretary



**Village of Volente, Texas**  
**Assistant City Secretary Job Description and Qualifications**

**JOB SUMMARY**

Perform a variety of administrative duties in support of the City Secretary and the Mayor and provide general information and assistance to the public.

**SUPERVISION**

Provide assistance and support to the City Secretary by providing administrative, record keeping, ordinance management, responding to citizen requests, coordinating and preparing for meetings, assisting citizens with the building permit process, managing social media presence and coordinating compliance related duties.

**DUTIES AND RESPONSIBILITIES**

Provide assistance to the City Secretary in administrative, record keeping, ordinance management, citizen response, meeting preparation and follow-up, building permit process, and compliance related duties.

The primary duties include, but are not limited to:

- Coordinate, organize and process all official records of the city which may include preparing, updating, filing and maintaining a variety of correspondence and documents, including ordinances, resolutions, contracts and agreements, and recording information in various logs and records.
- Effectively respond to calls, visitors, and mail in a timely manner.
- Respond to inquiries regarding building codes and walk-in applicants through the permitting process and builders packet.
- Assist with the tracking, escalation and follow through on complaints and possible code violations.
- Assists with all functions of the City Secretary and performs such functions in the absence of the City Secretary.
- Assists City Secretary in preparing agendas for City Council, Planning & Zoning, and Board of Adjustment meetings and participate in assembling agenda packets. Publish and post notices as required by law.
- Participate in performing a wide variety of administrative duties for the City Secretary.

- Assist City Secretary in the preparation and compilation of documents necessary in the administration of the annual General Election.
- Assist City Secretary in responding to requests for information from the Mayor, Council, and citizens
- Assist in coordinating community events
- Performs other duties as assigned by the City Secretary and the Mayor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced skills in Microsoft Office products, databases, and Quickbooks required
- Advanced ability to create presentation materials required
- Ability to write clear and concise reports, memoranda, directives and letters required
- Ability to analyze complex problems and prepare recommended solutions required
- Ability to establish and maintain effective working relationships with the City Council, Committee Chairs, and the general public.
- Ability to maintain composure and professionalism during high-stress situations.
- Proven track record in successfully supporting a municipality or other government office, preferred

## **SKILLS DESIRED**

Excellent oral and written communications skills including accurately recording information in precise, written form; highly skilled in computer operations using all Microsoft Office applications; skill in operating office equipment including copiers and scanners; skill in technical writing and copy editing; excellent organizational, document management and record keeping skills.

## **EXPERIENCE REQUIRED**

At least three years of administrative experience required. Public sector or legal administrative experience is preferred.

## **EDUCATION AND CERTIFICATIONS DESIRED**

- High School diploma required. Some college education is a plus.
- Courses in accounting, legal assistance, and Texas Municipal law are preferred.
- Desire for continued personal and professional development.

## **PHYSICAL DEMANDS**

Mobility within an office environment that requires sitting, standing, walking, kneeling, bending, vision, reaching above shoulder level, and lifting up to 30 pounds.

## **WORK ENVIRONMENT**

Work is performed in a small office with limited space and privacy and involves maintaining open lines of communication and frequent change of tasks and working closely with others as a part of a team. Workload can be under pressure with deadlines. Work requires tedious exacting work, multi-tasking, and frequent interruptions.

## **COMPENSATION**

\$19.75-\$25.00 per hour and full-time benefits per the current Personnel Ordinance (2015-O-05 as of 6/1/17), which includes paid vacation, paid holidays, paid sick leave, health insurance.