SEABROOK CITY COUNCIL
NOTICE OF SPECIAL CITY COUNCIL MEETING
MONDAY, MAY 4, 2015 - 6:00 PM

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CITY COUNCIL WILL MEET ON **MONDAY MAY 4, 2015 AT 6:00 PM** IN THE SEABROOK CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK, TEXAS, **TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION** WITH RESPECT TO THE ITEMS LISTED BELOW.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5600 OR FAX (281) 291-5710 FOR FURTHER INFORMATION.

1.0 PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.

2.0 EXECUTIVE SESSION

The City Council will now hold a closed executive meeting pursuant to the provisions of the open meetings Act, Charter 551, Government Code, and Vernon's Texas Codes Annotated, in accordance with the authority contained in one or more of the following sections: Section 551.071, Consultation with Attorney; Section 551.072, Real Property; Section 551.073, Deliberation Regarding a Prospective Gift; Section 551.074, Personnel Matters; Section 551.076. Security Devices; and Section 551.087, Economic Development.

ATTACHMENT 1

2.1 Deliberate the appointment, employment, evaluation and duties for the position of City Secretary as provided for by Section 551.074, Texas Government Code. (Council)

3.0 OPEN MEETING

Council will reconvene in open session to allow for possible action on any of the agenda items listed above under "Executive Session".

3.1 Consider appointment of a new City Secretary. (Council)

THE CITY COUNCIL RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE

DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

CERTIFICATE

I certify that this notice was posted on the bulletin board on or before Thursday,May 1, 2015 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

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Michele L. Glaser, TRMC
City Secretary

SEABROOK

RECRUITING NOTICE

Posted: 3/5/2015
Deadline: Until Filled

CITY SECRETARY (Due to retirement of current City Secretary)

Department: LEGISLATIVE
Compensation: Starting Range DOQ
Hours: 9/80 Schedule; Monday – Friday 7:30 – 5:00

The City Secretary administers all municipal legislative processes and oversees the management of official City records. The candidate must have demonstrated leadership skills and proven experience working with a diverse team of professionals. This position requires exceptional, organization, analytical and interpersonal skills with excellent verbal and written communication and presentation abilities. The candidate must exhibit a professional and positive image for the City through effective, friendly and professional interactions with City Council, employees and the general public. Must maintain confidentiality. Must demonstrate knowledge of federal, state and local laws related to municipal governmental operations including open meetings, records and elections.

Essential Functions

- Administers City elections in accordance with state law; maintains election records in accordance with state law; makes election information available to the general public by City newsletter and Website; ensures that voter registration materials are readily available.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Provides administrative support for City Council meetings; records and prepares minutes; compiles and prepares electronic agendas and agenda packets; oversees all legal notifications of meetings and public hearings; coordinates the receipt of agenda material from other departments; attends agenda preparation meetings.
- Composes and prepares ordinances, resolutions, correspondence, proclamations, and other written material for the City.
- Maintains all permanent City records in accordance with state law and records retention schedules; makes records readily available to the public; responds to open records requests in a timely manner and in compliance with state law; prepares certified copies of records as requested; coordinates the re-codification of the Code of Ordinances every ten years; prepares documents for court cases; answers questions from the general public concerning City affairs.
- Prepares the annual department budget; prepares all check requests; reviews departmental bills for accuracy; monitors expenditures to ensure compliance with the budget; brings unbudgeted requests before the Council for approval; prepares travel advance and travel expense reports.
- Makes appointments for Council members; makes travel arrangements; prepares monthly calendar of events; prepares research for Council as requested.
- Provides agenda preparation and minutes preparation for various City boards.
- Issues permits and licenses; checks and verifies various zoning petitions; receives and opens bids; administers oaths; prepares certificates of appreciation; keeps and applies the City seal; notarizes documents. Receives petitions, initiatives, and referendums, recall proceedings and applications for office, and verifies applications and petitions on behalf of the City.
- Certifies acknowledgement of all applications for permits or licenses to serve alcoholic beverages within City limits.
- Provide support in the City's Emergency Operation Center, as required during emergency situations.
- Performs other related duties as assigned.

Qualifications

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions in order to direct and coordinate work within the Legislative Department usually interpreted to require five years of related experience.
- Certification as Texas Registered Municipal Clerk.
- Valid Texas Driver's License with a good driving record.
- Ability to obtain a Texas Notary Public certificate within 30 days of hire.

Physical Demands

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. Duties may involve extended time at a keyboard or workstation. The employee is regularly required to have full range of mobility in upper and lower body. Must occasionally lift and/or move up to 10 pounds and up to 25 pounds with assistance. Must be able to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. Specific auditory abilities required by this job include the ability to hear and speak effectively and to function adequately to ensure the job requirements are met.

EOE/ADA

The City of Seabrook is an Affirmative Action/Equal Opportunity Employer (EOE) committed to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status. ADA/Reasonable accommodations may be made to enable individuals with disabilities to perform the Major Duties of this job.

Application Process

Employment applications may be picked up at Seabrook City Hall, 1700 First St., Seabrook, TX 77586 or by visiting our website at www.seabrooktx.gov clicking on "Job Postings", clicking on "City Secretary", and downloading the application from the job description page.

For further information, please contact Human Resources at: (281) 291-5680 or (281) 291-5664.