



Maya Sanchez
Mayor

Leticia Miranda
Alderson Place 1

David Cantu
Alderson Place 2

Miguel Najera Jr.
Alderson Place 3

Rebecca Martinez-Juarez
Alderson Place 4

George Almanzar
Alderson Place 5

ORDINANCE NO. 1706.03.01

AN ORDINANCE OF THE CITY OF SAN ELIZARIO PROVIDING FOR THE CREATION OF THE OFFICE OF CITY CLERK; DEFINING THE CLERK DUTIES; APPOINTMENT OF CITY CLERK; AND EFFECTIVE DATE

RECITALS

WHEREAS, Local Government Code, Section 22.071(a) authorizes the City Council of the City of San Elizario ("City") to provide for officers of the City; and

WHEREAS, Local Government Code, Section 22.071(c) authorizes the City to confer on other officers the powers and duties of other officers provided by law; and

WHEREAS, the City Council finds that the Office of City Clerk should be created to assume the powers and fulfill the duties of a city secretary as that office is described and contained in Local Government Code Section 22.073; and

WHEREAS, the City Council desires to create the Office of City Clerk and the position of City Clerk as a city officer, and to appoint a city clerk pursuant to Local Government Code Section 22.071(b); and

WHEREAS, pursuant to Texas Local Government Code, Section 51.001, the City has general authority to adopt an ordinance that is for the good government or order of the City and is necessary or proper for carrying out a power granted by law to the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of San Elizario:

ARTICLE I. FINDINGS OF FACT

The foregoing recitals are adopted as facts and incorporated fully herein.

ARTICLE II. CREATION OF OFFICE OF CITY CLERK AND DUTIES

A. There is hereby created the Office of City Clerk of the City of San Elizario which shall have all the powers and authority granted by state law and the ordinances of this City.

- B. The City Clerk shall perform those duties described in Local Government Code Section 22.073 Powers and Duties of Secretary, and shall perform other duties required by state law and the ordinances of this City.
- C. In addition, the City Clerk shall perform those duties as outlined in the City Clerk Job Description, attached hereto as *Attachment A* and incorporated fully herein.
- D. The City Clerk shall be appointed to the position by the City Council and shall be subject to removal at any time by the City Council.
- E. The City Clerk shall receive such compensation as may be fixed by the City Council.

ARTICLE III. APPOINTMENT OF CITY CLERK

- A. The City Council hereby appoints Nancy Montes as City Clerk of the City of San Elizario.
- B. The City Clerk shall serve and commence her duties as an officer of the City upon taking the oath of office.

ARTICLE IV. REPEALER AND SEVERABILITY

REPEALER: All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

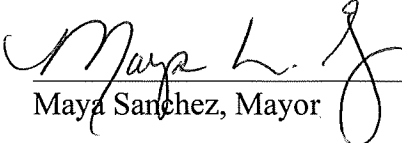
SEVERABILITY: Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion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

ARTICLE V. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage.

PASSED AND APPROVED this, the 24th day of October, 2017, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of San Elizario, Texas.

CITY OF SAN ELIZARIO, TEXAS



Maya Sanchez, Mayor

**CITY CLERK
Job Description**

- Job Summary:** Provide administrative and clerical support to the Mayor and City Council.
- Location:** San Elizario City Hall, 1500 Church Street, San Elizario, Texas.
- Hours:** Part-time (at least 20 hours per week), during normal business hours, typically 8:00 a.m. – 5:00 p.m., with routine night meetings and occasional weekend projects (nonexempt under FLSA).
- Compensation:** Depending on experience. Overtime or compensatory time will be given for attendance at meetings outside of normal business hours. This is an at-will position without a definite duration.
- Supervised by:** Mayor and/or City Administrator

Duties and Responsibilities:

1. Documents and Records
 - Maintain files of city documents and records.
 - Maintain all computerized backup systems in accordance with state law and rules.
 - Performs as the city's public information officer and assists with open records requests; provide assistance and information regarding city ordinances and regulations to staff and citizens.
2. City Council
 - Compile agenda items for city council meetings; prepare and distribute agenda packets; summarize and publish agenda information; post notice of council meetings.
 - Attend meetings, take and prepare minutes.
3. Financial
 - Assist in the development and preparation of the annual budget.
 - Perform bookkeeping and accounting tasks; maintain fiscal records and accounts; monitor expenditures; co-sign checks.
4. Office and Other
 - Perform general office duties such typing and proofreading correspondence, distributing and filing official forms, scheduling appointments, and maintaining office supplies.
 - Prepare and publish legal and public notices.
 - Assist in the administration and conduct of municipal elections.
 - Update and maintain city's web page.
 - Perform other duties as assigned.

Qualifications:

- Two years of administrative or clerical experience; Proficiency with computers and experience with word processing and spreadsheets; Typing skills.
- High school diploma or GED; Texas Driver's License (Class C).
- Ability to lift twenty-five (25) lbs; Ability to alternatively sit and stand eight to ten (8-10) hours per day.

Preferences:

- Associates or Bachelor's Degree.
- Proficiency in speaking and reading Spanish.
- Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years through the Texas Municipal Clerks Certification Program.
- Ability to provide notary public services or obtain notary certification after two years.

Disclaimer: This job description is subject to modification by the City Council at any time. This document is not a contract for employment. Nothing herein shall be construed as modifying the City of San Elizario's *at-will* employment policy.