

## Council Secretary/Director Expectations

- Review job description and meet with direct reports to ensure a complete understanding of the roles and responsibilities under the position's purview.
- Meet with Council President/Personnel Committee to receive input into additional expectations for the position.
- Council Secretary should provide onboarding and training for new Executive Council Assistants (ECA's) and ongoing training for current ECA's as procedures, policies, technology are changed and/or revised.
  - Generally speaking, the City Council is a department of the City and therefore, follows the City's applicable policies, procedures, etc.
- Council Secretary should ensure that any new Council Members are properly on-boarded.
- Timesheets and leave must be approved in a timely manner. Generally speaking, supervisor approval must be completed by Monday at 10 a.m. following the pay week. The Council Secretary should submit his/her time no later than end of day on Friday so that the Council President, or Council Vice President in the absence of the Council President, may approve by the 10 a.m. deadline.
- Council Secretary must be present at regular City Council meetings (every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month with the exception of the last meeting of the month in July and December when Council is on break).
- Outgoing Council President should preform assessment of Council Secretary to include his/her management of all divisions/functional areas under his/her supervision (Legislative Services, Value Adjustment Board, Research, Information Systems, Administrative Services).
- Annual workplace climate survey should be conducted, and findings reported to the Personnel Committee.
- Council Secretary must abide by all City Council policies and procedures.
- Council Secretary must conduct annual evaluation of all staff under his/her supervision.
- Council Secretary must organize Council-wide events including parades, installation/swearing-in ceremonies, distribution and reporting of ticket's given to City Council (such as Jaguars game tickets).