

CITY RECORDER

PURPOSE OF POSITION: Functions as City Recorder with responsibility for elections, City Charter, records management and processing City documents. Serves as a custodian of official City records and public documents and files all city records and public documents, and catalogs and files all cities records. Represents the City at City Council and other meetings as directed. Applies thorough knowledge of State Laws, City ordinances, resolutions, policies and procedures, in order to accomplish organizational goals dealing with the City Council, all levels of City staff, other governmental agencies, the professional community and general public and to resolve complaints requiring well-developed communication skills and diplomacy. Serves as the Executive Assistant to the Mayor.

ESSENTIAL JOB FUNCTIONS:

Includes, but is not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

Acts as Clerk of Council, recording accurate minutes of all proceedings of the council.

Administers City-wide record management programs for City; Maintains and indexes the official City records; oversees storage of records in accordance with the State Archives records retention laws.

Prepares certified legal copies when required.

Acts as the general clerk for the City of Mt. Vernon, attesting all ordinances, resolutions, contracts, etc. Assists in and/or prepares ordinances and resolutions as needed or directed.

Handles all procedures and aspects of City elections; Administer oath-of-office to public officials.

Receives public inquires and complaints tactfully and constructively, researches and assembles information for response as required. Provides detailed explanation to public inquires regarding City programs, policies and procedures.

Prepares and oversees preparation of City Council meeting agendas and communication packages in support of the City Council.

Participates in other meetings, committees, and City events as a representative of the City, if required.

Prepares annual budget for the City.

Analyzes, organizes, and supervises activities related to Administrative operations.

Independently processes material and documents of a routine nature.

Directs City Clerk/Assistant City Recorder in maintaining and purchasing supplies.

Performs other duties as needed and/or assigned.

AUXILIARY JOB FUNCTIONS:

Maintain proficiency by attending conferences and meeting, reading materials and meeting with others involved in work areas.

JOB QUALIFICATION REQUIREMENTS:

Of high importance is the ability to exercise patience and discretion in communication with the Mayor, City council, committees, citizens and other outside organizations and dealing with a conflict situation. Tact and diplomacy are essential skills to this position.

Knowledge of public finance and budgeting; management and administration; City policies; procedures and operations; human resource management; management principles; advanced mathematics, computer software.

Knowledge of parliamentary procedures and state laws relating to conduct of City Council meetings.

Knowledge of state and local regulations as they pertain to election procedures, open meetings act; licensing of general businesses; and various miscellaneous licenses.

Thorough knowledge of public records administration, legal process, and management.

Knowledge of legislative changes which affect local codes, particularly as they apply to the city.

Knowledge of principles and practices of office management, work organization, and supervision.

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.

Ability to preserve confidentialities as necessary and appropriate.

Ability to communicate effectively, both orally and in writing.

Ability to prepare and direct preparation of comprehensive reports, budgets, departmental materials and correspondence.

Ability to apply public finance and administrative principles to practical situations, monitor and control expenditures within budgetary constraints; communicate effectively; compile, analyze and prepare data in a useable form; exercise sound judgment in dealing with sensitive financial data; maintain confidentiality of confidential or sensitive subject matter; develop and maintain effective working relationships with associates, Mayor City council, officials and general public.

Skill in budgetary forecasting and prioritizing.

Skill in use and apply to solution; personal computers, data base, word processing, and spread sheet software; network server applications and troubleshooting.

Mandatory requirements:

Ability to initiate and conduct technical research, prepare reports, compose correspondence. Must have advanced knowledge of office practices and procedures, business English, spelling, punctuation, grammar, word processing software and secretarial practices. Knowledge of report composition and preparation techniques, etc. Equivalent to high school plus additional specialized training in areas related to job duties and five years experience, or any satisfactory combination of experience and training which demonstrated the knowledge, skills and abilities to perform the above duties. Demonstration of word processing skills and the ability to transcribe from recordings.

SPECIAL REQUIREMENTS/LICENSES:

Must be, or ability to obtain, a Notary Public for the State of Oregon. Must be bondable. Must have a valid State of Oregon driver's license.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighting up to 10/20 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, telephone, etc.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES:

Supervision of City Clerk/Assistant City Recorder is a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

Dated: August 20, 2009

CITY RECORDER DETAILED DUTIES

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workload.

Prepares City's budget, forecast revenues and determines available budget resources. Meets with department heads to discuss budget procedures and timelines. Collects and analyzes budget data, and compiles and prioritizes capital requests/needs.

Establishes and implements routine policies, procedures, and standards for the efficient and effective operation and maintenance of the city hall. Assures compliance with the established policies and procedures.

Attends, records all city Council meets; prepares the agenda with the Mayor; disseminates as appropriate; ensures that all legal documents get executed by proper parties, following Council approval.

Serves custodian of official City records and performs the official certification and recording for the City as required on legal documents and any other records requiring such certification; attests and records all applicable vital statistics. Oversees the preparation, publication, codification, and filing of legal notices and ordinances in accordance with established procedures and legal requirements.

Administers City's budget. Monitors revenues and expenditures throughout the year, approved requested changes to department budgets, identifies potential problems or variances from projected budget, and recommends alternatives or solutions to City Council. Prepares budget amendments for the City Council approval, and approves expenditures of capital monies after council approval.

Oversees the processing of insurance claims against the City. As advised or directed by Mayor & Council oversee the preparation and publishing of official legal notices such as public hearings, special council meetings, advertisements for bids, etc., in accordance with established procedures and legal requirements.

Prepares financial reports for the City Council to use in making management decisions. Prepares annual summary report for submission to required agencies.

Maintains confidential working relationship with the Mayor and City Council and provides members with information, clerical, research, or other services on a regular and/or as need basis.

Supervises the City Clerk/Assistant City Recorder. Monitors programs, duties and responsibilities, provides direction and ensures work complies with quality standards. Plans work priorities, assigns responsibilities from an administrative level, reviews completed work and appraise performance. Resolves complaints, grants leaves and maintains authority to serve disciplinary actions with Council approval. Prepares the annual tax budget, amended certificates and other documents as required by State and Federal Law.

Administers the City's health insurance plans. Meets with the representatives of the City's provider to discuss policies and problems. Analyzes proposals from competing insurance companies, recommends provider.

Administers the City's Public Employees Retire Plan (PERS).

Develops and recommends alternative funding methods for City projects and programs. Assist in preparation of notes and bonds.

Prepares checks for payment of invoices and balances city banks records. Is the lead contact for City fiscal audit. Prepares all materials necessary for auditor inspection, assures City compliance with all laws regarding Public funds expenditure and accounting.

OTHER DUTIES AND RESPONSIBILITIES

Oversees Oath of Office procedures. Coordinates local elections with Grant County Clerk. Oversees Worker's Compensation program.

CONFIDENTIAL DATA

Personnel planning and strategic policy information (sensitive information). Employee medical information, employee personal information (social security #, address and home telephone #), insurance claims information.

Dated: August 20, 2009