

ORGANIZATION:	City of Canby	DATE:	December 2009
DEPARTMENT:	Administration	UNION:	Non-Represented
TITLE:	City Recorder	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Coordinate City Council meetings and agendas ensuring compliance with laws governing public meetings, records, and elections. Serve as the City Elections Officer handling all aspects of City elections. Provide executive and confidential administrative support to the City Administrator, Mayor and City Council. Serve as a member of the City's management team. Serve in other capacities as outlined in the City Charter.

ESSENTIAL JOB FUNCTIONS:

Provide administrative support to the City Administrator, City Council and Mayor. Schedule appointments, compose and type correspondence. Prepare reports, letters, charts, or other correspondence as necessary. Manage and track schedules for City Administrator, Mayor and Council. Provide advanced administrative support to City Attorney and Department Heads as needed, including handling of confidential materials. Coordinate Council special events, including logistical matters. Oversee the City calendar.

Work closely with the City Attorney to ensure the City is in compliance with applicable government standards, practices and ethics laws, rules and regulations.

Maintain City data base for all City committees. Advertise open positions and coordinate application process. Monitor transcription of Council Committee meetings to ensure they are posted to the City's Web site in a timely manner and that permanent copies are retained at City Hall.

Develop and coordinate City Council and Urban Renewal Agency agenda process. Conduct necessary research to draft ordinances, resolutions, contracts, deeds, agreements, proclamations, etc. for review by others. Prepare information packets and verify correct format. Ensure proper legal notifications and public meeting laws are met. Record Council and URD Agency meetings; prepare, distribute and file minutes. Maintain minutes of all Council and URD Agency meetings and review City web site occasionally to ensure up to date information. Provide City Officers, Mayor, Council and Planning Commission information regarding the filing of their Statement of Economic Interest forms with the Ethics Commission. Keep Ethics Commission informed of names of people who fill those positions.

Administer the City's records management program. Ensure documents of City are maintained as required by State and Federal archival laws. Ensure proper maintenance of all other City records by other departments, including filing, retention, destruction, microfilming, etc. Prepare and/or process and record necessary legal documents with county recording section. Oversee codification and supplemental code codification of all City ordinances. Assist in approving storage locations for the storage of inactive and archival records. Assist departments in the orderly disposition, including the destruction of records as authorized by the records retention schedule. Keep updated on the most efficient and economic means of destroying records. Develop and maintain a records disaster plan.

Serve as elections officer performing various duties within guidelines of established State and County election laws, including but not limited to approving signature sheet formats, work with candidates and Chief Petitioners on election process and procedures, publish election related legal notices, ensure election calendar timelines are met, work closely with County and State Election officials to ensure compliance with laws, notify Council of ballot issues, and process petitions and candidate filings.

Develop systems for indexing historical records and assist departments with their systems. Establish and maintain indexing system for ordinances, resolutions, minutes, deeds, contracts, personal service agreement, and all legal documents. Keep City insurance agent informed of contracts so that insurance requirements are met. Prepare certified copies of City documents. File all new records in a timely, accurate manner.

Oversee maintenance/processing of business licenses, liquor licenses, street closure requests, small animal permits, complaint/inquiry database, notarizations, customer service manual, employee recognition, and public records requests.

Provide supervision of administration staff. Set performance standards. Develop, review, approve and implement work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Provide opportunities for developmental training and performance coaching to employees. Prepare written evaluations, praise, recommend for promotion or demotion, and discipline staff in accordance with city policies, procedures, and collective bargaining agreements. Participate in interview and selection processes for hiring of department staff.

Prepare budget for assigned line items. Monitor approved budget to ensure proper expenditure of funds.

Respond to public information requests. Provide general information and assistance to the public and City Staff. Answer questions related to City regulations and department policies. Assist the public and other City staff in interpreting and applying City codes and ordinances. Direct public to the appropriate department for requested information. Provide timely, professional, and courteous response to requests for information.

Manage and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Follow all safety rules and procedures for work areas. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of City Recorder procedures, applicable federal, state and local archival laws, records management, word processing and spreadsheet software, and operation of standard office equipment. Expert knowledge of business English composition, proof reading, spelling, punctuation, grammar and usage. Ability to follow complex, multi-person discussions, presentations, testimony, synthesis and keep accurate minutes and records. Thorough knowledge of or ability to quickly learn current City ordinances, resolutions and codes; ability to apply that knowledge. Ability to maintain confidentiality in performing functions of the job.

Equivalent to an Associate Degree in Office Management, Public or Business Administration, or a related field, plus additional broad specialized training and over four years experience, including two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: A valid Oregon Drivers License. Possession of Certified Municipal Clerk designation. Working knowledge and experience using Web based technology.

DESIRABLE REQUIREMENTS: Completion of a four-year university education in public or business administration. Previous supervisory experience in a municipal government setting. Knowledge of City Charter, ordinances, resolutions.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at meetings requires working after normal business hours.

SUPERVISORY RESPONSIBILITIES: Responsible for supervision of Deputy City Recorder and Administration Office Specialists. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.