

ORGANIZATION:	City of Canby	DATE:	November 2013
DEPARTMENT:	Administration	UNION:	AFSCME
TITLE:	Deputy City Recorder	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Provide administrative support and assistance to the City Recorder, Mayor and Council, and the City Administrator. Assist with coordination of City Council and Urban Renewal Agency meetings and agendas ensuring compliance with laws governing public meetings, records, and elections. Assist the City Recorder at Council meetings and act as City Recorder in his or her absence, including signing of documents.

ESSENTIAL JOB FUNCTIONS:

Provide administrative support and assistance as necessary to fulfill Council support functions, including but not limited to: courier duties, processing purchase requests, making purchases, set up, tear down and clean up of Council chamber and meetings rooms. Coordinate the City calendar. Coordinate logistical matters for Council events.

Prepare Council packets and/or assist City Recorder as needed. Post notices for Council and Urban Renewal meetings. Deliver packets to Mayor and Council members. Record meetings, prepare, distribute and file minutes.

Schedule appointments, compose and type letters, greet visitors and answer telephone calls. Prepare reports, letters, charts, or other correspondence as necessary. Serve as back-up to other Administrative Office Specialist(s). Assist City Recorder in City Election Officer duties.

Assist the City Recorder in maintaining the City's inactive records indexing and storage in compliance with established laws and City ordinances. Ensure proper maintenance of all Council records and inactive records from all City departments. Prepare and/or process and record necessary legal documents with county recording section. Coordinate with City Recorder on codification and supplemental code codification of all City ordinances. Assist to ensure compliance with public meeting, public records, and election laws.

Assist the City Recorder as necessary to 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. 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. Assist City Recorder to develop and maintain a records disaster plan.

May 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. Provide excellent internal and external customer service.

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

Maintain cooperative working relationships with City staff, other organizations and the general public.

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: Advanced knowledge of administrative and general office practices and procedures. 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.

Two years experience as an executive assistant in a government position or four years experience as an administrative lead or in a single-person office. Equivalent to high school education supplemented by additional training and over two years of experience taking minutes and maintaining meeting records, 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 or ability to obtain Public Notary certification within six months. Possession of or ability to obtain within three years, a Certified Municipal Clerk designation. Working knowledge and experience using Web based technology.

DESIRABLE REQUIREMENTS: Previous experience in a municipal government setting. Knowledge of City Charter, ordinances, resolutions and public meeting and records laws.

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: Supervision is not a typical function assigned to this position. 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 Recorder.