

Position: City Recorder	Non-Union
Department: Administration	FLSA: Non-Exempt
Evaluated by: City Administrator	Salary
Name:	Hire Date:

Summary

Under the general supervision of the City Administrator, performs professional administrative and analytical duties supporting the activities of the City Administrator, Mayor, and City Council; functions as the City Recorder with responsibility for elections, City Code/Charter and records management, and processing of official City documents. Performs related duties as required. Backs up Utility Billing clerk in taking payments for City fees. Performs data entry tasks related to AC/AR in finance.

Job Duties

City Recorder

- Develops, maintains and provides accurate documentation of City business and acts as information clearinghouse for City Council and the public
- Prepares Council agenda, Council packet and attends Council meetings, transcribes official minutes of Council meetings, processes City ordinances and resolutions.
- Responsible for City records including retention policies, storage and destruction, retrieval for public records request and archiving of historical records.
- Responsible for posting and recording City elections and posting of public notices
- Follows and provides instruction on Roberts Rules of Order and Public Records Law
- Attends budget meetings and acts as secretary to the Budget Committee
- Attends Planning Commission meetings and acts as Secretary to the Planning Commission
- Maintain Notary Public license
- Creates monthly calendar of City business including committee meetings
- Maintains and updates City owned cemetery records and policies

Backup Utility Billing Clerk

- Takes payments for all City related fees including utilities, franchise fees, building permits, business licenses, park fees and cemetery fees.
- Performs customer service

Financial Data Entry

- Enter Accounts Payable invoices into Quick Books
- Enter Accounts Receivable transactions in Quick Books

Qualifications

Education & Experience:

Three years of progressively responsible public or business management experience affording knowledge of local, state, and federal laws. Bachelor’s Degree in Business Administration given preference; combination of experience and education may substitute.

Skills:

Knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions. Familiar with all office equipment. Proficiency in word processing programs. Knowledge of office practices, procedures and methods, and of legal requirements and procedures involved in conducting elections. General knowledge of Quick Books basic functions.

Expectations:

Establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations, and the general public. Ability to multi-task while maintaining high level of professionalism and confidentiality. All employees of the City are expected to read and follow all guidelines in the Employee Handbook.

% of time	Essential job duties
60%	Recorder
20%	Back-up Utility Clerk
20%	Financial Data Entry

Licenses and Certificates

Notary Public. Preferred, but not required: City Municipal Clerk certificate and/or Master Municipal Clerk certificate.

Working Conditions

Usual office working conditions with noise level in the work environment typical of most office environments. Frequent evening work is required.

Physical Demands

The following are physical requirements of the position as required by the Americans with Disabilities Act: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, hear, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard and standard office equipment

Pre-employment

Background check, bond ability, educational and experience verification. Demonstrates ability to perform essential functions.

This job/class description describes the general nature of the work performed and representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.

The City of Vernonia is an equal opportunity provider and employer.

Employee signature _____ Date: _____

Supervisor Signature _____ Date _____