

## City Recorder

Job Title: City Recorder

DEPARTMENT: Administration

REPORTS TO: City Administrator

EXEMPT/NON: Exempt

**GENERAL POSITION SUMMARY:** This position performs specialized administrative and other managerial work involved in the conduct of official city business. Under the supervision of the City Administrator, this position serves as the Clerk of Council, and City Records Manager overseeing records management and being responsible for coordinating City Council and other committees meetings and agendas and ensuring compliance with laws governing public meetings, records and elections. In addition this position will have the responsibility of entering financial data accounts payable/accounts receivable into Quick Books system. This position will act as back up staff to the Utility Billing clerk when necessary.

The successful candidate will be innovative, analytical, and creative in their approach to technology and problem solving techniques. Provides excellent internal and external customer service. Ability to work with other employees, agencies, officials, committees, and the general public.

Annual salary will be \$35,360 (plus benefits and PERS). Submit a letter of interest, resume and a completed City application to: Human Resources Department, City of Vernonia, 1001 Bridge Street, Vernonia, OR 97064 or email all documents to [financial@vernonia-or.gov](mailto:financial@vernonia-or.gov) Application materials and full job description are available at: [www.vernonia-or.gov](http://www.vernonia-or.gov) , or in printed format at City Hall. All application materials must be received prior to 5pm on Friday November 13, 2015. For additional information, please call Human Resources at (503) 429-5291 x 107.