



DEPUTY CITY RECORDER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Deputy City Recorder	Effective Date:	May 1, 2014
Working Title:	Deputy City Recorder	Type:	Non-Represented
Department:	City Recorder	Supervisor:	City Recorder / Event Center Mgr.
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the City Recorder, this administrative support position is primarily responsible for agenda preparation as well as taking and transcribing minutes of meetings of City Boards and Commissions including but not limited to Planning Commission, Traffic Safety Commission, Keizer Points of Interest Committee, Parks Advisory Board and Keizer Channel 23 Committee. Maintains the custody and management of official records. Maintains the City's official Web Site. Assists the City Recorder in all areas of the department as needed and serves as back-up to City Recorder.

SUPERVISION

Not a supervisory position.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

35% Administrative Duties

Routinely prepares agenda materials and notifies committee members and other participants; attends meetings; takes and transcribes minutes of meetings; composes and sends necessary follow-up letters and notices.

Assists Committee Staff Liaison in the preparation of reports and other duties, including but not limited to grant research and applications.

Attends day and evening meetings as required.

Provides support to the City Recorder, including Council meetings and agenda. Fulfills duties of City Recorder in her/his absence, including attending, recording the meeting and taking minutes. Transcribes all City Council minutes.

Prepares documentation necessary in the publishing, posting and mailing of legal notices as requested by the City Recorder, including but not limited to typing and sending out notices; securing publishing and posting of legal notices and performing related follow-up and filing activities.

Serves as back-up to City Recorder in his/her absence.

Provides back-up to Event Center Coordinator with Event Center tours and response to client questions.

25% Records Management

Manages and maintains the City electronic records management program. Assists in the creation, testing and implementation of automated records systems.

Maintains custody and indexing of official minutes, orders, ordinances and resolutions. Assures appropriate distribution of signed ordinances, resolutions, and other documents approved by City Council.

Maintains files of official agreements, contracts, petitions, easements, deeds and other legal documents. Files, maintains retention and disclosure requirements, maintains indexing of contracts, agreements, real property records and other City records.

Provides public information and public records to citizens, civic organizations, news media and other public agencies in compliance with the Oregon Public Records Law.

Archives and maintains the records for all City departments based on policy and practices acceptable to the State in areas of records creation, maintenance, security, retrieval and disposition. Identifies record and non-record materials; prepares and maintains file inventory records. Preserves and destroys records according to the Oregon Archives Retention schedule. Assists staff in the retention of files and provides training on record management, for both archived and active records.

20% Web Page Management

Assists in the development of the City's web site. Works with IT to maintain the home page and address and resolve technical problems.

Performs day-to-day maintenance of web pages and responds to e-mail about the website. Updates pages to maintain timeliness of data. Proofs all content prior to and after the release to maintain a high level of quality.

Develops, researches, designs and writes/edits new sections/features for the website. Monitors department pages and suggests changes.

20% Volunteer Program Coordinator

Coordinates volunteer applications, appointments and notifications of all City Boards and Commissions.

Prepares and distributes press releases for volunteer recruitment.

Organizes annual recognition of volunteers and serves as staff liaison to the Volunteer Coordinating Committee.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly (weekly) lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as a personal computer and various software programs, motor vehicle, phone, calculator, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Work Environment / Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Occasionally, the position may assist in Event Center support and/or setup. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Contact with the news media regarding requests for information regarding the City or the City Council. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.

Occasional travel includes local and regional meetings. Regularly attends evening meetings.

MINIMUM QUALIFICATIONS

Education & Experience

Associate degree from an accredited college or university in public administration or office administration or a related field; and two years of experience in a related field with emphasis in taking and transcribing minutes. Experience with personal computers, including word processing (MS Word), experience with record management systems preferred; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Knowledge of:

- Appropriate grammar, punctuation, spelling and usage.
- Proper minute taking techniques, including preparing summary minutes.
- Contemporary office practices and procedures and basic office software products.
- Practices and principles of records management.
- Laws and regulations of governing public records.
- Public notice laws.
- Roberts Rules of Order.

Skill & Ability to:

- Serve as back-up to City Recorder in his/her absence.
- Type (keyboard) for extended periods of time with minimal rest breaks.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Maintain confidentiality.
- Meet multiple legal and workflow deadlines in a timely manner.
- Establish and maintain effective working relationships with coworkers, other agencies and the public.
- Perform duties with initiative and judgment and to use resourcefulness and tact in public contacts.
- Maintain complex records and to prepare reports.
- Work independently and make decisions with minimal supervision.
- Plan and organize own work.
- Use transcription equipment.

Licenses, Certifications & Other Requirements

- Possession of or the ability to obtain within one (1) year Basic Municipal Clerk Certification.
- Possession of or the ability to obtain valid Oregon driver's license.