



# 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.*

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<b>Class Title:</b>	City Recorder	<b>Effective Date:</b>	July 1, 2016
<b>Working Title:</b>	City Recorder / Event Center Manager	<b>Type:</b>	Management/Supervisory
<b>Department:</b>	City Recorder	<b>Supervisor:</b>	City Manager
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Deputy City Recorder, Event Center Coordinator, Event Center Temp Employees

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### CLASSIFICATION SUMMARY

Under the general direction of the City Manager, this department director position is directly responsible for the overall administration, coordination and evaluation of all City Recorder and Event Center functions. Responsibilities include developing, implementing and evaluating the City Recorder mission, vision, values, goals, strategic plan, programs and policies as well as direct supervision, coaching and mentoring of City Deputy Recorder and Event Center staff responsible to carry out program functions and responsibilities. The City Recorder is a member of the City's Leadership Team and serves as the Clerk of the City Council and related committees and commissions, Records Manager and City Elections Official. Oversees risk management for general liability and property, coordinates the Volunteer Program and performs special projects as directed by the City Manager. This position is responsible for a variety of highly confidential and sensitive information and requires use of substantial independent judgment. May serve as interim City Manager in the absence of the City Manager.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### 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 and operating a motor vehicle safely and legally while on City business.

#### **30% Clerk of Keizer City Council**

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Attends Council meetings, records proceedings, drafts or edits minutes that are submitted for Council approval. Prepares Council final action sheets and coordinates any follow up procedures or action necessary. Prepares Ordinances, Resolutions, and Orders for Council consideration. Provides technical advice to departments regarding the preparation of Council packet documentation. Reviews completed agenda reports for conciseness and completeness. Oversees distribution of Council agenda. Coordinates orientation for new members of the City Council.

Schedules and makes necessary legal notification of all special meetings, executive sessions and public hearings for City Council, Urban Renewal Agency and Budget Committee.

Provides general information and assistance to City staff and the general public in regards to the City Charter, Ordinances, Resolutions, policies, regulations, and City Council activities.

Signs all official documents including ordinances, orders, resolutions, contracts and other documents as necessary.

Special project work including research for City Council, City Manager, and other Department Directors.

Provides technical assistance to the City Manager with the City's day-to-day operations.

Responds to public inquiries and complaints.

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### **25% Event Center Management**

Provides management for day-to-day operations of the Event Center. Supervises temporary event hosts, including scheduling, training and event work assignment instructions.

Reviews and approves facility use agreement/requirements (insurance, catering, alcohol, security needs, and room layouts) with Administrative Assistant. Schedules building access weekly with Facilities staff. Oversees audio-visual requests.

Facilitates pre-event meetings with potential and actual facility rental clients. Provides tours and reviews rental guidelines with potential clients.

Oversees event set-up and reset of room after events in absence of temporary event hosts.

Schedules maintenance and repairs as necessary within the Event Center area.

Prepares and manages the Event Center annual budget.

Assists in the organization and implementation of City-sponsored events. Purchases supplies and services, as needed, throughout the year and for special events.

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### **15% Administration**

Responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws, including recruitment and selection of department staff; administers disciplinary actions up to and including discharge, subject to City Manager approval; develops and implements work plans, services and policies for departmental employees.

Exhibits leadership to departmental staff and fellow employees; creates an environment in which employees are focused on producing excellent quality results.

Administers Street Lighting District program, including developing districts, coordinating applications. Conducts bid openings for Public Works and other City projects.

Processes liquor license applications or renewals for new and established businesses in Keizer.

Serves as Oregon Notary Public for City business

Oversees the City's Webmaster functions.

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### **10% Risk Management**

Coordinates City's compliance with Oregon Government Standards and Practices Commission.

Acts as designee to receive legal process service including lawsuits and tort claim notices. Maintains files on these and works with the risk management contractor to bring legal issues to resolution.

Manages the City's property, automobile, liability and insurance; Reports and coordinates claim settlement with City's insurance carrier.

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### **10% Volunteer Program Management**

Overall program management and back-up to Deputy City Recorder in performing Volunteer Program Coordinator duties as follows:

Serves as staff liaison to the Volunteer Coordinating Committee. 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.

## **5% Elections Officer**

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Acts as Election Official by managing the City Elections, including official notifications and communications with county and state election offices;

Provides Election Information to candidates and political committees;

Oversees the Initiative, Referendum, Referral, and Recall process for any City matter;

Advise Candidates and Political Committees on Campaign Finance matters.

## **5% Records Management**

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Manages City records management program. Advises and educates City departments for compliance with requirements of state retention laws.

Oversees electronic records management program. Maintains custody and indexing of official minutes, orders, ordinances, and resolutions. Maintains files of official agreements, contracts, petitions, street vacations, easements, deeds and other legal documents

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

## **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 occasionally lift and/or move up to 10 pounds and infrequently 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. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

### **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 training 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**

Bachelor's degree in Business Administration, Public Administration, or related field from an accredited school and two (2) years of progressively responsible municipal government administrative experience which includes states laws pertaining to public meetings, municipal records management, election procedures, municipal court procedures 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.

## **Licenses, Certifications & Other Requirements**

- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- City, state, and federal policy and procedures related to election administration and voter pamphlets.
- Municipal government, the organizational structure, the function of various departments, and office management.
- Principles of supervision and personnel practices.
- Governmental budgeting law.
- Oregon Revised Statutes – legal requirements for public meetings.
- Principles, practices and procedures of municipal government management, including risk management, public meeting laws and Roberts Rules of Order.
- Management and supervisory principles, practices and methods.
- Local, state and federal laws governing municipalities.
- Safety principles, methods and procedures.
- Budget concepts and budget preparation.

### **Skill & Ability**

- Communicate effectively in oral and written form.
- Present facts and recommendations to employees, management, elected officials, public groups and boards.
- Establish and maintain effective working relationships with employees, management staff, representatives of governmental and community agencies and the public.
- Maintain professional integrity of sensitive and confidential information.
- Conduct investigations and obtain data necessary to evaluate solutions to complex problems and issues with multiple variables.
- Interpret and apply federal, state and local laws, policies, rules and regulations.
- Read, analyze and interpret professional and technical journals, reports and legal documents.
- Apply generalized theory to specific situations.
- Proficiently use personal computers, word processing, spreadsheet and graphics software applications.
- Prepare complex reports, correspondence and records.
- Apply and adapt practices and techniques to the meet requirements of management, employees and changing organizational dynamics.
- While maintaining excellent customer service, work efficiently to manage projects under deadline pressure and in a significantly lean staffing model.
- Select, supervise, coach and evaluate assigned staff.
- Take and transcribe minutes of public meetings, public notice laws.
- Prioritize and delegate work, analyze situations and make recommendations to the City Manager or City Council.

## **Licenses, Certifications & Other Requirements**

- Possession of or the ability to obtain within one (1) year Basic Municipal Clerk Certification. Master Municipal Clerk Certification preferred.
- Possession of or the ability to obtain valid Oregon driver license.
- Possession of or the ability to obtain Oregon Notary Public designation within six (6) months.