



CITY OF MYRTLE CREEK

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Job Description

Title: City Recorder Dept. Administration

Exempt: X Non-exempt: _____ Reports to: City Administrator

Pay Range: \$3521-4477 Job # _____ Effective Date: May 31, 2019

GENERAL POSITION SUMMARY: The City Recorder maintains the city code, is responsible for its codification, and is the custodian of citywide permanent public records, including the city's archives. The position ensures accurate documentation of city government activity through the support to and recording of City Council operations, and its various citizens committees and commissions, and the management of public records and archives; and performs related duties as assigned. The City Recorder provides executive level assistance to the City Administrator.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- A. Administers the statutory obligations of the City Recorder, including but not limited to maintaining the City Seal, serving as the city's historian and archivist, serving as Chief Elections Officer and developing and implementing a comprehensive records management system.
- B. Serves as Clerk for the City Council and various Committees and Commissions. Records proceedings; assembles public records; drafts or edits minutes that are submitted for Council approval; assures distribution of signed ordinances, resolutions, minutes and other documents approved by Council. Review of council agenda and documentation package, ensuring completeness and compliance with legal requirements.
- C. Serves as custodian of official records and archives of the City including codes, ordinances, resolutions, contracts, agreements, deeds, reports, elections, and claims against the City. Receives and certifies official documents.
- D. Maintains up-to-date city codes, properly indexed and referenced. Maintains distribution lists for communication of new, revised and amended codes.
- E. Serves as Elections Officer for the City. Coordinates and conducts city elections. Researches election laws to ensure continuous compliance with legal publication

and other requirements for city elections. Prepares the handbook of candidate profiles or ballot measures and coordinates printing and mailing.

- F. Provides official notification to the community for public hearings and legal advertising of notices. Provides official notification for all public meetings for all council meetings and executive sessions; also all meetings of the city commissions and committees. Executes and trains city staff and volunteers in Oregon public meetings law conduct and ethics.
- G. Provides advanced administrative and technical support to the City Administrator. Coordinates and performs certain aspect of special projects on behalf of the top administrative team such as but not limited organizational, operational and investigative reviews.
- H. Custodian of the City Seal.
- I. Performs the Oath of Office to positions within the city which require an oath in order to perform their duties, i.e. Judge, City Administrator, Police, Council and Planning Commissioners.
- J. Oversees and maintains a record of the use of the city credit cards.
- K. Must be bondable. Signs payroll/accounts payable checks for the City. Is part of the administrative team that is a contact person for all city bank accounts and city insurance accounts.
- L. Serves as Oregon Notary Public and as designee to receive legal process service.

NONESSENTIAL FUNCTIONS/SECONDARY RESPONSIBILITIES:

- A. Research city files, documents, archives and other materials to provide information to the general public and city departments.
- B. Prepare papers and record liens and easements for city-owned and privately owned property.
- C. Provides planning department support for front counter such as planning clearance worksheets and fence permits.
- D. Other job functions include providing assistance to staff throughout the city with telephones and providing information to the public, composing and typing routine correspondence.
- E. Business license oversight and coordination.

- F. Performs other duties as assigned that support the overall objective of the position.

JOB SCOPE:

It is a confidential position that receives direction and general assignments from the City Administrator. It requires handling information of a sensitive and confidential nature, and the exercise of substantial independent judgment in conducting work.

SUPERVISORY RESPONSIBILITY:

Supervision of other employees is not a normal responsibility of the City Recorder, although occasionally may be responsible for the supervision of one or more volunteer workers.

INTERPERSONAL CONTACTS:

The City Recorder meets daily with the City Administrator to discuss and coordinate current and planned activities. The Recorder may be responsible for effectively coordinating activities that may require assistance from one department by another.

The City Recorder interacts on a daily basis with outside agencies and the general public to accomplish a variety of city goals and activities. Communication and coordination skill are essential for this position.

SPECIFIC JOB SKILLS:

The City Recorder must be proficient in the following skills:

- Requires specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access and destruction.
- Requires in-depth knowledge of laws, regulations, and codes applicable to the City Recorder's areas of responsibility.
- Requires an advanced knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, and data entry onto custom databases.
- Requires sufficient math skills to perform financial and statistical record keeping. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

- Requires well-developed human relations skill to work cooperatively with diverse teams and exercise patience when dealing with internal and external customers.
- Requires the ability to maintain the city code.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city and its services.

EDUCATION/EXERIENCE/LICENSES/CERTIFICATES REQUIRED:

High School diploma and/or equivalent supplemented by six years of progressively responsible municipal government administrative experience pertaining to public meetings, municipal records management, election procedures; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential functions listed under duties.

JOB CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is rarely exposed to outdoor weather conditions. Some travel may be required.

Department Head Approval

Date

City Administrator Approval

Date

