



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Administration	DATE: March 2022
JOB TITLE: City Recorder	JOB STATUS: Exempt
SALARY GRADE: NU-018	FLSA Exempt: Yes

PURPOSE OF POSITION: Perform administrative, technical, and professional duties in directing and performing the City Recorder functions for the City; act as Recorder of the City Council, Records Manager, City Archivist, and Elections Officer; serve as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

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1. Supervise, plan, and assign work tasks, review and evaluate work assignments and performance. Provide training on department policies and practices.
 2. Serve ex officio as Recorder of the Council, attend all Council meetings, and keep an accurate record of Council proceedings. Ensure legal notification of public hearings and meetings for City Council and Council Advisory Committees/Boards in accordance with state public meetings law.
 3. Co-sign with the Mayor on all orders on the treasury.
 4. Compose, prepare, sign, interpret and maintain ordinances, resolutions, minutes, agreements, contracts, and other official documents.
 5. Advise departments regarding documentation for Council Agenda packet preparation. Direct and review completed agenda reports, ordinances, and resolutions for accuracy, completeness, and timely dissemination of packets.
 6. Provide public information and records upon request in compliance with the Oregon Public Records Law. Respond to public inquiries and concerns.
 7. Interpret, compose, update, and administer policies and procedures to maintain compliance with state law: Records Management Program, Public Works Records Request Procedures, and Disaster Recovery Program.
 8. Advise and educate City departments on programs/requirements of local and state laws.
 9. Custodian of official records and public documents of the Lebanon City Council.
 10. Perform certification and recording for the City as necessary on legal documents requiring such certifications, seals, and attests by signature.

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11. Manage City Elections in accordance with the City Charter and state law including official notifications/communications with county and state election offices. Provide election information to candidates and political committees, certify candidates, and performs oath of office to new elected officials and the Chief of Police.
12. Provide technical assistance for the City Council, City Manager, and other Department Managers.
13. Responsible for staff development, to include writing and delivering performance appraisals and discipline notices.
14. Manage the City’s Liquor License Program and serve as the City’s liaison with the Oregon State Liquor Control Commission.
15. Serve as Oregon Notary Public for City business.
16. Track and allocate expenditures for the Administration Department.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Associates Degree in Business Administration or a related field OR an equivalent combination of education and experience that ensures the ability to perform the duties of the position.
2. Two years’ experience in public records management.
3. Four years’ management experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Ability to receive security clearance from the Criminal Justice Information Services (CJIS) within the first 45 days of employment
2. Possess or obtain an Oregon Notary Public within 60 days of hire.
3. Upon completion of probationary period, must begin the Certified Municipal Clerk (CMC) program and reach CMC status within four years of hire date.
4. Possess and maintain a valid Oregon Driver License with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. A Bachelor’s Degree in a related field is desirable
2. Association of Records Managers and Administrators (ARMA) certification is desirable.
3. Certified Municipal Clerk (CMC) certification is desirable.
4. Master Municipal Clerk (MMC) certification is desirable.
5. Prior experience in municipal government, state and local elections law, parliamentary procedures, and government financing/budgeting is desirable.

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KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of public administration, City government, City policies and procedures.
2. Common personnel policies.
3. Government budget policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Principles of City administration.
7. Reporting and disclosure requirements of government entities.
8. Research methods, report composition, and preparation techniques, etc.

Skill in:

1. Personnel supervision
2. Planning, coordinating, and managing the operations of the City Clerk's office.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Attention to detail
8. Use of Microsoft Office software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.
5. Understand and execute complex oral and written instructions.
6. Analyze and exercise sound judgment.
7. Exercise discretion in confidential matters and operate within an environment of autonomy.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.

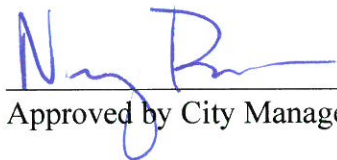
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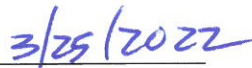
2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 1, seldom over 3 FTE

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.


Approved by City Manager


March 2022