

JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Administration	DATE: March 2022
JOB TITLE: Deputy City Recorder	JOB STATUS: Non-Union
SALARY GRADE: NU-012	FLSA Exempt: No

PURPOSE OF POSITION: Provides executive and confidential clerical support for the City Recorder and HR Director. Under general direction plans, organizes and provides direction and oversight to, and participates in, City Recorder functions and activities including the custody, access, and archiving of the City's official records, providing for and responding to requests for public information, election services, coordinates assigned activities with other City departments, outside agencies and the public.

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.*

1. Coordinate, prepare agendas, packets, minutes, and other related City Council or Advisory Committee tasks as directed by the City Recorder in conjunction with the City Manager. Schedule, prepare, and attend meetings of the City Council, City's Budget Committee, and other Advisory Committees as assigned. Provide public meeting notices in accordance with Public Meeting Law.
2. Assist the City Recorder in the set-up of the Council Chambers on meeting/work session days, order refreshments, and schedule alternate locations if needed.
3. Compose and/or edit administrative policies, reports, correspondence, resolutions, and ordinances, including confidential City Council Executive Sessions and other sensitive materials, as directed by the City Recorder.
4. Monitor and update the City Council, City Recorder, and Advisory Board webpages and provide backup to the City website and Facebook pages with current and accurate information.
5. Assist the City Recorder in establishing and maintaining archive record management program.
6. Assign numeric identification and index system on Ordinances, resolutions, and other documents approved by the Council. Prepare and sign certified true copies. Assure distribution of signed ordinances, resolutions, minutes, and other documents approved by Council.
7. Record City documents; receive documents for other City departments including deeds and easements; ensure accuracy and completeness of documents; ensure proper records retention of documents once officially recorded.

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8. Assist the City Recorder with City elections including preparing and distributing official notifications; prepare paperwork for ballot measures; compile election packets for Council elections; provide information to potential candidates regarding election timelines and other general information needed to ensure compliance with election law.
9. Assist the City Recorder with the collection and processing of new and annual liquor license applications and fees as required by the Oregon Liquor Control Commission (OLCC).
10. Assist in the preparation of the department's operational budget by analyzing expenditures, assessing department and operational needs, and allocating expenses within the legislative budget. Approve expenditures by reviewing and assigning cost codes. Assist in tracking annual budget by examining month-end financial reports.
11. Serve as the purchasing agent for City Recorder and coordinate office equipment repair/replacement as needed.
12. Respond to internal and external inquiries, complaints, and requests for assistance by providing information where judgment, knowledge, and interpretation are utilized, especially in the proper handling of confidential information and/or files.
13. Prepare advertisements, flyers, and informational brochures, ensuring an efficient and effective distribution of final product.
14. Receive, date stamp, and distribute incoming mail, and process outgoing mail for the City Council and City Recorder.
15. Schedule and coordinate meetings and conference registrations, including travel arrangements, for the City Recorder and Council Members.
16. Interpret department regulations, policies, and procedures within assigned office.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. High school diploma or equivalent.
2. Three years of related administrative/executive support experience and/or technical training through the Oregon Association of Municipal Recorders.
3. Three years related experience in municipal government, preferably within a City Recorder's office.
4. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Possess or obtain an Oregon Notary Public within three (3) months of hire.

DESIRABLE QUALIFICATIONS:

1. Associates Degree in secretarial science or another related field is desirable.
2. Previous municipal government and budgeting experience is desirable.
3. Municipal Recorder certification is desirable.
4. Possess and maintain a valid Oregon Driver License with an acceptable driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced knowledge of office practices, accounting practices and procedures.
2. Advanced knowledge of information management principles and office automation technology.
3. Knowledge of City Recorder procedures; applicable Federal, State, and local archival laws; records management; word processing and spreadsheet software; operation of standard office equipment including scanners.
4. Expert knowledge of business English composition, proofreading, spelling, punctuation, grammar, and usage.
5. Government accounting practices, research methods, report composition, and preparation techniques, etc.
6. Reporting and disclosure requirements of government entities.

Skill in:

1. Planning, coordinating, and understanding administrative operations of the City Clerk’s office.
2. Implementing work methods and procedures which promote a safe working environment
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. Developing and implementing recommendations regarding work procedures and cost-effective services.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer satisfaction (internally and externally).
8. Proficient use of Microsoft Office and applicable specialize 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. Perform effectively under conditions of fluctuating workload.

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.

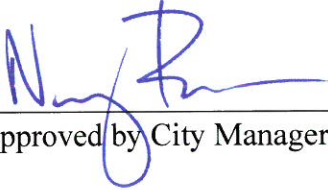
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2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 30 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment 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. Employee must have the ability to attend night functions, attend out of town meetings, and work a flexible schedule subject to the operational needs of the City. Employee may be subject to frequent interruption and may have to occasionally have difficult conversations.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

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



Approved by City Manager



March 2022