

City of Oregon City

Position Description

Position: Assistant City Recorder	Confidential
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Recorder	Salary Grade: 129

Summary

Provide confidential administrative support and assistance to the City Recorder, Mayor and Commission, the City Manager and Human Resources. Assist with maintenance of City records, coordination of City Commission and Urban Renewal Agency meetings and agendas ensuring compliance with laws governing public meetings, records, and elections. Assist the City Recorder at Commission meetings and act as City Recorder on a relief basis and performs related work as needed.. Records Management experience and a college degree are preferred, but not required.

Distinguishing Career Features

The Assistant City Recorder is an experienced position in a two-level confidential career path encompassing complex records management and administrative support. Advancement to Assistant City Recorder is based on the organization's need for administrative and project support of a confidential nature.

Essential Duties and Responsibilities

- Administer the City's records management program. Ensure City documents are maintained as required by State and Federal archival laws. Ensure proper maintenance of all other City records by other departments, including filing, retention, destruction, etc.
- Develop and provide recurring records management training for City staff and department Records Liaisons.
- Assist in approving storage locations for the storage of inactive and archival records. Assist departments in the orderly disposition, including the destruction of records as authorized by the records retention schedule.
- Lead records management initiatives to include digitalization and canning projects, support paperless processes, and records lifecycle management.
- Prepare and/or process and record necessary legal documents with County recording section.
- Administer the City public records request program, receive and route requests, process, draft responses, track, and invoice for staff time.
- Provide in-person, telephonic, and email service to the public with general information about the City Charter, Code, Ordinances, Resolutions, City Commission agenda, other City activities, and public records.
- Develop and maintain a records disaster plan.
- Assist with updating and maintaining policies and procedures applicable to the City Records Office, those that support of the City Commission, and in support of Boards and Committees.

- Provide administrative support and assistance as necessary to fulfill Commission support functions, including but not limited to: coordinating catered meals, courier duties, processing purchase requests, making purchases, set-up, tear-down and clean-up of Commission chamber and meetings rooms.
- Coordinate logistical matters for Commission events. Prepare Commission packets and/or assist City Recorder as needed. Post legal notices, and notices for Regular and Executive Session Commission and Urban Renewal meetings. Update the City calendar.
- Record meetings, prepare, distribute and file minutes. Schedule appointments, compose and type letters, greet visitors and answer telephone calls. Prepare reports, letters, charts, or other correspondence as necessary.
- Be proficient on the use of audio-visual equipment and software used to record and broadcast meetings. Perform on-the-spot troubleshooting and after-hours technical support calls.
- Assist Human Resource Department with labor negotiations, including the preparation of confidential materials affecting collective bargaining and general management activities relating to employment matters. Serve as supervisory lead to Administrative Office Specialists and act as backup in their absence.
- Assist City Recorder in City elections.
- Assist with Risk Management Program; attend meetings and maintain proficiency on claims procedures.
- Maintain City webpages; including “records-online” webpages and create calendar events and updating rosters. Periodically assist with updating social media and new releases. Assist with content for City publications.
- Serve as Oregon Notary and perform Notary duties.
- Assist the City Manager’s Department as necessary by cross training for tasks performed by the Executive Assistant to the City Manager to provide support in her absence.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Advanced knowledge of administrative and general office practices and procedures. Advanced knowledge of information management principals and office automation technology. Knowledge of City Recorder procedures, applicable federal, state and local archival laws, records management, word processing and spreadsheet software, and operation of standard office equipment including scanners. Expert knowledge of business English composition, proof reading, spelling, punctuation, grammar and usage.

▪ Abilities

Ability to follow complex, multi-person discussions, presentations, testimony, synthesis and keep accurate minutes and records. Thorough knowledge of or ability to quickly learn current City

Ordinances, Resolutions and Code; ability to apply that knowledge. Ability to maintain confidentiality in performing functions of the job.

▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations, use stairs, lift records boxes and carry them up and down flights of stairs. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe multi-dimensional physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk and counter work.

▪ **Education and Experience**

The position typically requires two years of experience as an executive assistant in a government position or four years of experience as an administrative lead or in a single-person office. Equivalent to high school education supplemented by additional training and over two years of experience taking minutes and maintaining meeting records, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Records Management experience and a college degree are preferred, but not required.

▪ **Licenses and Certificates**

Requires possession of or ability to obtain an Oregon Notary certification, Criminal Justice Information Systems (CJIS) certification, and Federal Emergency Management Administration (FEMA) National Incident Management Training (NIMS) 100 and 700 within six months of hire. May require a valid driver's license. The candidate must possess a Certified Municipal Clerk designation or have the ability to obtain it.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.