

City of Oregon City

Position Description

Position: City Recorder	Management - Appointed
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 146

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 Commission 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 Manager.

Distinguishing Career Features

The City Recorder is an appointed position as designated by charter. The position combines statutory responsibility for records, official documents, and elections with advanced administrative support to the City Manager. Advancement to this position is by appointment, compliance with the job's qualifications, and a demonstrated ability to organize official proceedings and processes, and develop and maintain complex record management and retention systems.

Essential Duties and Responsibilities

- 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 election officer, and developing and implementing a comprehensive records management system.
- Prepares, reviews, and edit the City Commission meeting agendas, minutes, recollections, transcripts and action letters. Reviews the Commission agenda and documentation package, ensuring completeness and compliance with legal requirements.
- Attends or delegates attendance to City Commission meetings to assure recording of proceedings and entering of documents into permanent record.
- Serves as custodian of official records and archives of the City including codes, ordinances, resolutions, contracts, agreements, deeds, reports, and elections. Receives and certifies official documents.
- Maintains up-to-date City codes, properly indexed and referenced. Maintains distribution lists for communication of new, revised and amended codes.
- Serves as elections officer for 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.

- Provides official notification to the community for public hearings and legal advertising of notices.
- Provides advanced administrative and technical support to the City Manager, and the City Commission. Coordinates and performs certain aspect of special projects on behalf of the top administrative team such as but not limited to organizational, operational and investigative reviews. The City Recorder will be required to represent the City Manager in his/her absence to groups, committees, and citizens.
- Prepares professional correspondence and reports on behalf of the top administrative team and City Commissioners.
- Research City files, documents, archives, and other materials to provide information to the general public and City departments.
- Prepare papers and record liens and easements for City-owned and privately owned property.
- Maintains up-to-date State and City elections statutes for processes such as bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials.
- Updates and maintains the rules, policy manual for the City Commission, and the City's web page.
- Certifies official City documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification. Attests the City Manager's or the Mayor's original signatures on official documents, and applies the City Seal as appropriate.
- The City Recorder is required to attend City Commission meetings, work sessions, and will represent the City Manager at CIC meetings as assigned.
- The City Recorder will assist the City Manager with coordination of neighborhood association activities and support.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires a working knowledge of the principles and practices of public administration for elected council/commission operations, organization, and work processes. 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, web page editing, 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, assign work to others inside and outside the department, speak to diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to plan, sequence, and integrate the functions and processes supporting City Commission proceedings. Requires the ability to maintain the City Code. Requires the ability to understand, interpret, explain and apply laws, codes, and regulations applicable to the City Recorder responsibilities. Requires the ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public. Requires the ability to edit and update internet web pages for the Commission. Requires the ability to prepare spreadsheets, graphs, and charts. Requires the ability to enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. 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. Requires the ability to develop and maintain productive work relationships with elected and appointed City officials.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position typically requires a Bachelor's degree in public administration or business, and three years of progressive administrative support or records management experience. Additional relevant experience and archivist or records management certification may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **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.