



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

CITY RECORDER ADMINISTRATION

FLSA Status: Non-Exempt
Department: Administration
Union Representation: Non-Represented

GENERAL POSITION SUMMARY:

The City Recorder administers democratic processes such as elections, access to City records, and all legislative actions ensuring transparency to the public. The Recorder acts as a compliance officer for federal, state, and local statutes. Manages public inquiries and relationships and arranges ceremonial and official functions. It is the responsibility of the City Recorder to maintain the City Code, its codification, serve as 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, its various citizen committees and commissions; assists with City's Risk Management and Community Communications as needed; Provides confidential administrative support to the City Manager, City Council, and Mayor; is accountable for accomplishing goals and objectives for the Recorder's office and for furthering City goals and objectives within general policy guidelines; and performs related duties as assigned.

This position works under the general supervision of the City Manager. As a member of the Executive Team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

The City Recorder is an appointed position as designated by the City Charter. The position combines statutory responsibility for records, official documents, and elections. 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 FUNCTIONS & MAJOR RESPONSIBILITIES:

The tasks listed below are intended to assist in understanding the role, it is not an exhaustive list. An employee in this classification may be asked to perform any of the tasks listed; however, these examples do not include all tasks an employee may be expected to perform.

- Administer 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.
- Provide leadership through planning, organizing, directing, and supervising all activities of the department to achieve goals within available resources related to records and information management. Study and standardize procedures to improve efficiency and effectiveness of the operations of the records department. Coordinate department training activities with other departments and commissions as needed.
- Participate in the development and maintenance of the City Recorder Department's budget; assist in budget implementation; participate in the forecast of additional funds needed for equipment, materials, and supplies.
- Prepare, review, edit, distribute, and publicly post the City Council and Urban Renewal Agency meeting agendas, minutes, and videos. Review the Council agenda and documentation package, ensuring completeness and compliance with legal requirements and maintain the record according to retention regulations.
- Attend or delegate attendance of, City Council, Urban Renewal Agency, Budget Committee, and Urban Renewal Budget Committee meetings to assure recording of proceedings and entering of documents into permanent record. Present reports to the Councils and Committees as needed.
- Serve as custodian of official records and archives of the City including codes, ordinances, resolutions, contracts, agreements, deeds, reports, and elections. Receive and certify official documents.
- Implement and maintain policies and procedures related to City Recorder responsibilities that provide for excellent transparency, open government, and citizen participation.
- Coordinate the design, development, implementation, and maintenance of a comprehensive and integrated Citywide records and information system, including updating and implementing the City's Records and Information Management Strategic Plan.
- Plan for disaster recovery for all City records; develop and implement a vital/essential records program.
- Develop and maintain procedures for the advertising and appointment of citizens to the City's boards and committees; maintain database; provide training as needed.
- Maintain up-to-date City Codes, properly indexed and referenced. Maintain distribution lists for communication of new, revised and amended codes.
- Serve as Elections Officer for City. Coordinate and conduct City elections. Maintain up-to-date State and City elections statutes for processes such as bond measures, initiatives, referendums and referrals to accurately and timely conduct the elections for City officials.
- Research election laws to ensure continuous compliance with legal publication and other requirements for City elections. Prepare the candidate profiles or ballot measures listed on the City's website and maintain the City's election history files are complete and accurate.
- Provide official notification to the community for public hearings and legal advertising of notices.
- As a member of the Executive Team, provide advanced administrative and technical support to the City Manager, other Executive Team members, and the City Council.
- Receive, evaluate, and prepare professional correspondence and reports on behalf of the City Manager and City Councilors.
- Respond to records requests by researching City files, documents, archives, and other materials to provide information to the general public and City departments. This requires that the City
- Remain educated in all public records laws and follow all state and federal public records laws.

- Record documents as required with the County Recording Office; Ensure that documents are appropriately recorded and filed in accordance with City of Molalla and State of Oregon statutes.
- Update and maintain the City Council's Rules of Procedure, Council Policies, and updates to the City's website.
- Certify official City documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification. Attest the City Manager's or the Mayor's original signatures on official documents and apply the City Seal as appropriate.
- Lead and serve a variety of City committee and task teams. Attend and participate in professional groups and committees, as needed or requested.
- Perform other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS:

- Knowledge of the principles and practices of public administration for elected council/commission operations, organization, and work processes.
- Knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction.
- In-depth knowledge of laws, regulations, and codes applicable to the City Recorder's areas of responsibility.
- 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, webpage editing, and data entry onto custom databases.
- Well-developed knowledge of proper English usage, business grammar standards, spelling, and punctuation to prepare professional correspondence.
- 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. Knowledge of management and supervisory practices and principles.
- Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- Knowledge and ability to implement and use comprehensive records information management system.
- Knowledge of state election laws, practices, and procedures.
- Skills to adapt to situations, use good, quick decision making and judgement calls, and extremely keen eye for attention to detail.
- Ability to develop goals, strategic plans, and long-term planning for the department.
- Ability to analyze and evaluate City and department operations to develop and implement plans to improve efficiencies.
- Ability to prepare and analyze comprehensive and technical reports.
- Ability to plan, sequence, and integrate the functions and processes supporting City Council proceedings.
- Ability to understand, interpret, explain and apply laws, codes, and regulations applicable to the City Recorder responsibilities.
- Ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public.
- Ability to enter, import, and export data to and from databases.
- Ability to plan, organize and prioritize work to meet schedules and timelines.

- Ability to develop and maintain productive work relationships with elected and appointed City officials.

EDUCATION AND EXPERIENCE:

- The position 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 records management certification may substitute for some higher education.
- Experience in municipal government preferred.

LICENSES AND CERTIFICATES:

Certification as a Municipal Clerk or Records Manager preferred at time of hire or required within three (3) years of employment.

Required within 3 months of employment:

- Oregon Notary Public Designation

Must have a Valid driver's license.

SPECIAL REQUIREMENTS

- Must be able to pass background and security clearance standards including reference check, criminal history check, and satisfactory driving record.

SUPERVISION RECEIVED:

The City Recorder will be under direct supervision of the City Manager.

SUPERVISORY RESPONSIBILITY:

Responsible for 1 FTE position, Office Specialist IV – Records Specialist.

PHYSICAL AND MENTAL DEMANDS:

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, ability to walk up and down multiple stairs, utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed or electronic 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 and carry boxes weighing up to 40 pounds. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate laptop, copy machine, scanners, technical audio-visual equipment, and to operate other standardized office equipment, almost constantly requiring repetitive motions. This position routinely works normal business hours but may be required to attend night meetings. Most work time is spent in an office environment.

WORK ENVIRONMENT:

The work environment is primarily a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.

This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.

Approved By:



Dan Huff, City Manager

7-2-24
Date