

City of Oregon City

Position Description

Position: Assistant City Recorder	Confidential/Non-represented
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Recorder	Salary Grade: 110

Summary

Provide confidential administrative support and assistance to the City Recorder, Mayor, and Commission, and the City Manager. Assist with maintenance of City records, coordination of City Commission, Urban Renewal Agency, and other committee 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 at public meetings 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

- Draft and edit meeting materials, including agendas, minutes, resolutions, and ordinances for final publication. Edit, format, and reformat in Word, Excel, and PDF file types. Maintain proficient skill in using online GIS software to assist with public record requests.
- Maintain advanced knowledge and skills with 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.
- 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.
- Schedule appointments, compose and type letters, greet visitors, and answer telephone calls. Prepare reports, letters, charts, or other correspondence as necessary.
- Ensure that public access to public records via the City's website and online record management software is maintained and ensure the databases' accuracy.
- Fulfill the duties and responsibilities of City Recorder in the absence of the City Recorder, including clerking meetings, agenda posting, item workflow coordination, document editing, and website updating.
- Administer the City public records request program including, but not limited to receive and route requests, process, draft responses, track, and invoice for staff time. Ensure the City's compliance with City and state-level requirements for public record requests.

- Provide administrative support and assistance 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 chambers and meeting rooms.
 - 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 scanning projects, support paperless processes, and records lifecycle management.
 - Prepare and process necessary legal documents with Clackamas County Recording office.
 - Provide in-person, telephonic, and email service to the public with general information about the City Charter, Code, Ordinances, Resolutions, City Commission agendas, other City activities, and public records.
 - Work with the City Recorder to achieve departmental goals from the Records and Information Management Strategic Plan including, but not limited to developing and maintaining a records disaster plan.
 - Assist with updating and maintaining policies and procedures applicable to the City Records office, the City Commission, and in support of boards and committees.
 - Assist board and committee liaisons with technical AV issues, membership applications, and provide guidance on meeting management, new member orientation, and meeting logistics.
 - Assist in the management of interns and other part-time employees, including coordinating workflow, scheduling, reviewing work products, providing feedback, and providing orientation and guidance on City systems and processes.
 - Assist Human Resources Department with labor negotiations, including the preparation of confidential materials affecting collective bargaining and general management activities relating to employment matters.
- Assist City Recorder in City elections and duties as Elections Official for the City, including docketing election deadlines, filing dates, completing election forms, and reviewing applications and other materials submitted to the Elections Official.
- Maintain City webpages pertinent to the City Records office and calendar events, along with 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

Knowledge of City Recorder procedures, applicable federal, state and local archival laws, and records management. Advanced knowledge of administrative and general office practices and procedures, word processing, and other Microsoft Office suite software. Advanced knowledge of information management principals, office automation technology, and operation of standard office equipment including scanners. Expert knowledge of business English composition, proof reading, spelling, punctuation, grammar and usage. Knowledge of electronic records management software, including the Oregon Record Management Solution (ORMS), is preferred.

Abilities

Ability to work independently on assigned projects with minimal oversight, know when to elevate an issue to the City Recorder, and use judgement within the City's organizational structure and workloads. Ability to prioritize work, take ownership of assigned projects and programs, and determine new tasks as needed with approval from the City Recorder. Ability to follow complex, multi-person discussions, presentations, testimony, synthesis and keep accurate minutes and records. Ability to ensure the day-to-day maintenance of various City logs such as agreements, contracts, ordinances, deeds, recorded documents, boards and committees, etc. Thorough knowledge of or ability to quickly locate, interpret, and apply Oregon state laws and regulations, City Ordinances, Resolutions and City Code; ability to apply that knowledge. Ability to maintain confidentiality in performing functions of the job. Conduct research in support of other departments and the City Manager in locating and determining the significance of records.

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, and investigate technical issues with AV equipment in confined spaces. 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 laptops, tablet touchscreens, remote controls, and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk work.

Education and Experience

The position typically requires two (2) years of experience supporting a board or council or four (4) years as an executive assistant/administrative support in local government or special district. Any combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Experience with record management is 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.

A candidate must currently possess or be eligible to obtain a related professional certification within four years of hire, including certifications such as Certified Municipal Clerk, Oregon Certified Paralegal, Certified Records Manager or similar certification.

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.