

City of Oregon City

Position Description

Position: City Recorder	Management - Appointed
Department/Site: City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 140

Summary

The City Recorder is the local official who 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 for 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 Commission operations, its various citizen committees and commissions; assists with City's Risk Management and Community Communications as needed; Supervises staff; Provides confidential administrative support to the City Manager, City Commission, 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. Exercises contracting and budgetary responsibilities for the Department and the City Commission.

Distinguishing Career Features

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 Duties and Responsibilities

- 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 department. Coordinate department activities with other departments and agencies as needed.
- Direct, oversee, and participate in the development and maintenance of the City Recorder Department's and the City Commission's budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing,

equipment, materials, and supplies; administers approved budget; provide financial management for funds; and recommend mid-biennial adjustments.

- Manage projects and contracts for the City Commission and the City Recorder Department.
- Responsible for the selection, supervision, evaluation, and motivation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and exercise full supervision over employees.
- Oversee the department's staff development and training program; coach staff in performance management and goal setting; counsel employees on career development; promote safe work habits and require safety policy compliance.
- Prepare, review, edit, distribute, and publicly post the City Commission and Urban Renewal Commission meeting agendas, minutes, and videos. Review the Commission agenda and documentation package, ensuring completeness and compliance with legal requirements and maintains the record according to retention regulations.
- Act as the ADA (Americans with Disabilities Act) Compliance Officer for City public meetings. Coordinate special accommodations, provide staff trainings, and serve as a resource for assisting with ADA requests from the public who wish to attend City public meetings.
- Attend, or delegate attendance of, City Commission, Urban Renewal Commission, Budget Committee, and Urban Renewal Budget Committee meetings to assure recording of proceedings and entering of documents into permanent record. Present reports to the Commissions 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 maintains 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 in order 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 maintains 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 Commission.
- Receive, evaluate, and prepare professional correspondence and reports on behalf of the City Manager and City Commissioners.
- 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 Recorder 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 Oregon City and State statutes.
- Update and maintain the City Commission's Rules of Procedure, Commission 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.
- Direct, oversee, and collaborate with the Sister City Program; serve as point of contact for the City for official delegation visits to the City; stand in for elected officials as requested.
- Lead and serve on a variety of City committee and task teams. Attend and participate in professional groups and committees.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- 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.
- Knowledge of contracting laws, practices, and procedures and ability to manage multiple contracts.
- Skills to effectively supervise and motivate staff.
- 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 Commission 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 prepare spreadsheets, graphs, and charts.
- Ability to enter, import, and export data to and from databases.
- Ability to plan, organize and prioritize work in order to meet schedules and timelines.
- 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, requires the ability to walk up and down multiple stairs, to 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.

▪ **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 records management certification may substitute for some higher education.

Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above will be considered.

▪ **Licenses and Certificates**

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

Required within 3 months of employment:

- Oregon Notary Public Designation
- ICS 100, 200, and 700
- CJIS Certification

Must have 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.