

# CITY OF GLADSTONE POSITION DESCRIPTION

**Class Title:** City Recorder  
**Department:** Administration

**Range Number:** 45  
**FLSA Status:** Exempt  
Non-Represented  
**Date:** April 2022

## GENERAL STATEMENT

Provides a variety of routine and complex governmental administrative work, logistical support, and advanced technical and administrative support to the City Council; provides confidential support to the City Administrator; and, provides records' management and compliance to all City staff. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions. Position requires recorder functions of routine evening meetings.

## SUPERVISION RECEIVED

Works under the direct supervision of the City Administrator.

## SUPERVISION EXERCISED

Provides training and guidance to all department-designated record coordinators and staff assigned as minute-takers for commission and committee meetings.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Attends City Council and subcommittee meetings and/or public hearings, as necessary for minute-taking and other fundamental recorder functions including post meeting follow-up; maintains tickler file for future Council meetings and the official Council record and finalizing minutes.

Ensures staff coverage for minute-taking and follow-up functions for public meetings.

Provides logistical support to the City Council and City Administrator by preparing agendas, coordinating Council packet review and preparation, packet duplication and disbursement, and tracking agenda items. Provides notary service for City departments.

Participate in operational processes including procedure development and implementation; performs research and policy development at the direction of the City Administrator.

Serves as the City's Records Officer as custodian of official City records and public documents; and catalogs, files, preserves, and retains all official City records according to Public Record Law and Oregon State Archives standards. Drives to state offices for official recording purposes.

Coordinates codification of ordinances and serves as custodian of the official copy of the Gladstone Municipal Code. Signs and certifies documents of the City using the City seal.

Serves as liaison for the City Council requiring frequent contact and coordination with elected officials, department directors, City personnel, outside agencies and the public.

Provides public records and information to citizens, civic groups, the media, and other agencies as requested, responds to inquiries from employees and others, and refers, when necessary, to appropriate persons. Advertises meetings and arranges for publication of public notices.

Maintains indexing systems of City minutes, deeds, easements, and agreements as well as ensuring proper filing and preservation to meet retention requirements per state law.

Provides staff training on an individual and small-group basis on public records management.

Manages City Council and City Recorder web pages by updating content and prompt postings of agendas, minutes, local election and records' requests information, resolutions, ordinances, Municipal Code, etc.

Issues City business licenses, home occupation permits and other regulatory licenses; sends out renewal notices and collects fees. Processes and issues Special Events permits.

Schedules appointments; register personnel for conferences and seminars; make travel arrangements and itineraries; and maintains ongoing meeting and event schedules for the Mayor and Council.

Provides direct executive administrative support to the Mayor and City Council as directed, and confidential support to the City Administrator, as required.

Performs difficult, complex and/or specialized office work, which requires the exercise of independent judgment and the application of technical skills.

Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness for the Mayor and Council. Assists in the preparation of ordinances and resolutions as directed.

Serves as the City's Election Officer, ensuring compliance with applicable Oregon Revised Statutes and Oregon Administrative Rules; prepares official notifications and communications with county and state election offices; provides election information to candidates and political committees; oversees the initiative, referendum, referral and recall process for any City matters; and prepares publication schedules, candidate filings and reports, certification to the ballot, and election result posting. Drives to county offices to verify filing statuses.

Oversee City's annual Boards, Committee, and Commission recruitment and appointment process.

Processes purchasing requests and reimbursement checks for the Mayor and City Council.

Manages assigned operations to achieve goals within available resources and reports to the City Administrator on variances; plans and organizes workloads.

## **PERIPHERAL DUTIES**

Attend seminars and workshops related to City Recorder's duties and responsibilities.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **QUALIFICATIONS**

### **Education and Experience:**

Graduation from a college or university with an associate's degree in business management, records management, public administration, or a closely related field.

Four (4) years of related experience.

Any equivalent combination of education and progressive experience with additional work experience substituting for the required education may be considered.

### **Special Requirements:**

Municipal Clerk Certification or the ability and willingness to become so within one (1) year of hire or promotion to the position. Master Municipal Clerk Certification highly desired.

Notary Public Commission or the ability and willingness to become so within six (6) months of hire or promotion to the position.

Possession of or ability to obtain by date of hire, a valid state driver's license with an acceptable of driving record.

Must successfully pass a criminal history background check and be able to pass the City's security clearance standards for unescorted access to certain City facilities.

### **Knowledge, Skills & Abilities:**

- Proficient knowledge in Public Records Law and rules/regulations applicable to public meetings.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
- Extensive knowledge of office practices and procedures; substantial knowledge of business English, spelling, grammar, and punctuation rules.
- Working knowledge of the principles and practices of modern public administration.
- Skill in exercising constant follow-through and with the highest level of accuracy.
- Skill in operation of listed tools and equipment, and a City vehicle.
- Ability to analyze situations and make recommendations, interpret policies and procedures, and make independent decisions.
- Ability to explain policies and processes to the public, research technical and general information, and communicate the findings in a clear and concise manner.

- Ability to accurately record and maintain records;
- Ability to communicate effectively verbally and in writing.
- Ability to exercise discretion in confidential, political, and sensitive matters.
- Ability to prioritize work and manage a varied workload.
- Ability to establish and maintain positive and cooperative working relationships with employees, other departments, officials, and the public.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, data base software and an agenda management program. Standard office equipment and communication devices and a City vehicle.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit for long periods of time, talk and hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving and carrying of objects up to 50 lbs. and crouching, bending, kneeling. Movement within the office is essential with some travel required to various facilities. Walking between City buildings is required as is driving to various county and state facilities; frequency varies.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions. The noise level is usually quiet to moderate.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the City as the needs of the City and requirements of the job change.*