



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
CITY RECORDER

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade :

CLASS SUMMARY:

The City Recorder is a Professional Technical Stand Alone Class. Incumbents are responsible for serving as the clerk of the council, handling general risk management, managing city elections, ensuring compliance with city policy and state retention laws, and managing the flow of information into and out of the City Manager's office.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises departmental staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Manages the information flow of the City Manager's office, proofs and oversees the production of comprehensive, complex and confidential material, maintains calendar of activities for the City Manager and Council, responds to customer inquires, and resolves complaints.
- Attends Council meetings, records proceedings, drafts and edits minutes for Council approval, administers oath of office, and serves as Notary Public.
- Oversees distribution of Council agenda and packets, assists departments with preparation of packet documentation, reviews agenda for completeness, and schedules and makes legal notifications of meetings, hearings and executive sessions.
- Prepares ordinances, resolutions and motions for Council consideration, and prepares final action sheets and coordinates follow-up procedures and necessary action.
- Coordinates completion of insurance renewal on all city property, vehicles and mobile equipment, reviews coverage levels, advises departments on insurance related issues, and establishes insurance budgets.
- Ensures insurance claims are completed, provides a monthly report of losses, and verifies insurance coverage of outside contractors.
- Manages city elections by completing official notifications, communicating with county and state election officials, and provides information to candidates and political committees.
- Manages city records, advises and educates city personnel to ensure compliance with state requirements and retention laws.

- Maintains custody and indexing of official and legal documents, provides information to the public regarding public records, and reviews requests for information to determine what can legally be released under the Oregon Public Records Law.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and five years of directly related municipal government administrative experience, three years of which must be supervisory or lead, are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid driver's license
- Notary Public (possession of or ability to obtain within 1 year of appointment)
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MCC) is preferred

Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
- Modern office procedures, methods and equipment;
- Risk management principles;
- Public agency budgetary practices and functions and recordkeeping;
- Principles and practices relating to municipal elections and City Recorder functions;
- Function, authority, responsibilities and limitations of an elected City Council;
- Supervision/management theories, principles and practices, including work planning and assignment, review and evaluation, and training;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Presenting both oral and written information in a clear, professional manner;
- Managing time and workload with interruptions and frequent changes to work priorities;
- Prioritizing multiple projects, delegating work, decision making, following legal requirements, and meeting legal deadlines;
- Problem solving, communicating, organizing, and multi-tasking;
- Maintaining effective working relationships with City Manager, the Mayor and City Council members, other officials, the news media, City staff and the general public;
- Maintaining confidentiality;
- Exercising discretion in sensitive and confidential matters;
- Appropriate and effective decision making;

- Project and budget management practices;
- Supervising staff;
- Using a computer and associated software to perform the essential functions of the position;
- Interpreting, applying, and ensuring compliance with Federal and State laws, and local laws, policies, procedures and regulations;
- Defensive driving techniques.
- Maintaining confidentiality; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: talking, hearing, seeing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council January 16, 2013, Resolution No. 6025