

**City of North Powder, Oregon**  
**Job Description**  
**City Council City Recorder**

GENERAL STATEMENT OF DUTIES:

The City Recorder serves as the human resources coordinator and planning assistant for the City and as such plays a vital role in the operation of the City. The City Recorder works with the City Accountant to manage accounts payable and payroll while monitoring the City's financial situation on a daily basis. The City Recorder is responsible for compliance with the purchasing policies. The Recorder is the custodian of the City's records. The City Recorder is responsible to follow and advise the Council of current public meeting laws as well as the preparation of the City Council packets. The City Recorder will work with the Department Heads to maintain records for grants and projects approved by the City Council. The City Recorder is responsible for the delivery of excellent customer service as well as for the management of all City receipts and budgeted funds. The City Recorder will be the Human Resource coordinator for the City ensuring proper maintenance of personnel files and cross training of office staff.

The City Recorder and Public Works Director make the Administrative Team for the City of North Powder. The administrative team is responsible for directing a variety of administrative processes that allow the City to operate. It is their job to implement and oversee policies crafted by the City Council.

The City Recorder Substitute works under the direction of the City Recorder and is assigned tasks at the discretion of the City Recorder.

SUPERVISION RECEIVED:

The Recorder works fairly independently and receives supervision and direction from the City Council.

SUPERVISION EXERCISED:

The Recorder supervises and oversees the work of all part time clerical help, volunteers, and youth workers that may be assigned to the City Hall.

EXAMPLES OF DUTIES:

Recorder:

1. The Recorder carries out the policies and direction as provided by the City Council on matters of finance, personnel, records and budget.
2. Makes recommendations to the City Council for the hiring and termination of employees supervised by the Recorder.
3. Properly maintains all city records, minutes and legal documents in accordance with the policies established by the City Council and as required by state and federal laws.
4. Prepares all City Council meeting agendas and council packets, working with other employees to ensure full compliance with the reporting of the requirements of the City Council.
5. Notifies the media and general public of scheduled meetings and minutes of said meetings.
6. Maintains all personnel and city business records
7. Plans, implements and conducts all city elections as required by law.
8. Keeps track of all deeds and other official papers of the City.

9. Follows up on leases ensuring timely renewals and payments, and valid insurance.
10. Serves as the City public information officer as directed, including preparation of a monthly newsletter.

Assist Accountant to:

1. Keep track of all City expenditures, revenues including water and sewer accounts, and other financial matters, and reporting to the City Council monthly.
2. Ensure that projects are managed within budget and that reimbursement reports are filed in a correct and timely fashion.
3. Process all bills for City Council approval and payment.
4. Work with auditors to comply with state laws.
5. Ensure that all daily receipts are balanced and that revenues are charged to the proper account.
6. Balance bank statements.
7. Properly train staff on procedures for handling payments and problem solving.
8. Work with Department Heads to prepare annual budgets.
9. Prepare supplemental budgets when needed.

Planning Assistant:

1. The City Recorder will serve as staff support and work with the Union County Planning Department and City Council in all planning matters.
2. Ensure that the City's Comprehensive Plan, Zoning and Subdivision Ordinances are updated, current, and implanted and enforced.
3. Assist citizens and businesses to apply for building plans, permits, and other development related issues.
4. Make sure that all laws regarding development are enforced as directed by the City Council.
5. Process annexations and planning applications.

Human Resource Manager:

1. Maintains and updates personnel files, keeping record of training and certifications.
2. Ensures evaluations are done in a timely manner.
3. Administers the benefit programs available to employees.
4. Work with the City Accountant to ensure proper and timely payment of monthly payroll and payroll reports and taxes, such as quarterly reports, W-2's and PERs.

\*The City Recorder will complete other duties as assigned or necessary for the operation of the City.

**SPECIAL WORKING CONDITIONS:**

Work includes prolonged sitting, moderate lifting, manual dexterity, clear speech and hearing.

**MINIMUM QUALIFICATIONS:**

1. The employee serving as the City Recorder must have at least 2 years' experience in customer service, Oregon municipal finance, land use planning, records and record retention or equivalent.
2. Must have a valid Oregon Driver's License.

3. Working knowledge of computers and applicable software such as MS Word, Excel, Publisher and Outlook. Have a working understanding of computer software pertaining to municipal financing and utility billing.
4. High School diploma or GED.
5. Ability to be certified as a notary public of Oregon within 6 months.
6. No criminal records.
7. Administrative and managerial experience or equivalent to supervising.
8. Additional education/experience will be considered.
9. Will be required to obtain Municipal Clerk certification and Master Municipal Clerk certification as soon as possible. The City Council will consider experience and education then determine the minimum length of time to acquire certifications.