

City of North Powder

CITY RECORDER

Salary Range: \$18.00 - \$20.00 per hour

Recruitment Opens 9/12/2025

Recruitment Closes: 9/26/2025

Statement of Duties: The City Recorder is an important part of the Admin Team, handling city records, helping with city planning activities, managing HR functions, and assisting with basic accounting. This role supports the City Council to keep things transparent, on track, and running smoothly across all departments.

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 will be required to attend City Council meeting on the second Tuesday of every month to take notes, and attend any special meetings, work sessions, or executive sessions.

This position works 30 hours per week, Monday through Friday, with office hours between 8:30AM to 12:30 PM.

Minimum Qualifications:

1. High school diploma or equivalent
2. Associate's degree in business administration or a related field, or an equivalent combination of experience or training which demonstrates the knowledge, skills and abilities to perform the duties of the position.
3. Two years of experience in customer service, public records management, Oregon municipal finance, land use planning, records and records retention.
4. 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.

Applicants must possess or be able to obtain clearance from the Criminal Justice Information Systems (CJIS), a valid drivers' license, Oregon Notary Public and a Certified Municipal Clerk designation. See job description for more details.

Benefits:

- 100% paid medical, dental, and vision coverage for eligible employees and dependents.
- Oregon Public Employees Retirement System (PERS) with employee contributing 6% to the IAP.
- Paid vacation and sick leave.
- Ten (10) paid holidays per year.

To Apply:

Applicants must submit a completed application for consideration. To apply, visit the City's website at www.northpowderoregon.org for an application and job description, or call 541-898-2185 to have a recruitment packet mailed to you. Application Packets can also be picked up at 340 E Street North Powder, Oregon 97867.

Applications can be brought to City Hall or mailed to: PO Box 309 North Powder, Oregon 97867.
Applications will be accepted up to 12:30 p.m. on 9/26/2025,

Veteran's Preference

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Background Investigation

While not part of initial applicant screening, the finalist for this position may be required to pass a criminal history background check as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

The City of North Powder is an Equal Employment Opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

Resumes not accepted in lieu of application.