

## City of North Powder, Oregon

### City Recorder Job Description

Department: Administration

FLSA: Non-Exempt/Hourly

Reports to: City Council

Date Adopted: 9-9-2025

Pay: \$18.00 to \$20.00 per hour

Date revised: 9-3-2025

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

#### GENERAL 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.

#### 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.

#### ESSENTIAL FUNCTIONS

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. Attends and takes minutes for all City Council meetings, special meetings, works sessions, and executive session.
6. Notifies the media and general public of scheduled meetings and minutes of said meetings.
7. Maintains all personnel and city business records
8. Plans, implements and conducts all city elections as required by law.
9. Keeps track of all deeds and other official papers of the City.
10. Follows up on leases ensuring timely renewals and payments, and valid insurance.
11. 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. 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 Coordinator:

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.

#### SPECIAL WORKING CONDITIONS:

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

#### MINIMUM QUALIFICATIONS

##### Education and Experience:

1. High school diploma or equivalent
2. Associates 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.

##### Licenses & Certifications:

1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or obtain a valid Oregon drivers' license within the first 30 days of employment.
3. Possess or obtain and maintain an Oregon Notary Public within six (6) months from date of hire
4. Upon completion of probationary period, must begin the Certified Municipal Clerk (CMC) program and reach CMC status within four years of date of hire.

Desirable Qualifications:

1. Bachelor's Degree.
2. Association of Records Managers and Administrators (ARMA) certification.
3. Certified Municipal Clerk (CMC).
4. Master Municipal Clerk (MMC) certification.
5. Experience in municipal government, state and local elections law, parliamentary procedures, and government financing/budgeting.

KNOWLEDGE SKILLS ABILITIES

Knowledge of:

1. Principles, practices, and techniques of public administration, City government, City policies and procedures.
2. Common personnel policies.
3. Government budgeting policies and procedures.
4. Principles and practices of management and supervision.
5. Principles of budget preparation and fiscal accounting.
6. Principles of City administration.
7. Reporting and disclosure requirements of government entities.
8. Research methods, report composition and preparation techniques, etc.

Skill in:

1. Personnel supervision.

2. Planning, coordinating, and managing the operations of the City Clerk's Office.
3. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
4. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
5. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
6. Providing outstanding customer satisfaction (internally and externally).
7. Attention to detail.
8. Use of Microsoft Office.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain positive and effective working relationships.
4. Negotiate effective solutions to complex problems.
5. Understand and execute complex oral and written instructions.
6. Analyze and exercise sound judgment.
7. Exercise discretion in confidential matters and operate within an environment of autonomy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_