

CITY OF TUALATIN

Classification Description

Job Title: Deputy City Recorder/Records Manager
Department: Administration
Reports To: Assistant to the City Manager/Deputy City Manager
FLSA Status: Non Exempt

SUMMARY: Provides executive and confidential clerical support for the Assistant to the City Manager/Deputy City Manager and City Manager. Under general direction, plans, organizes and provides direction and oversight to, and participates in, City Recorder functions and activities including the custody, access, and archiving of the City's official records, serves as the Laserfiche Administrator, providing for and responding to requests for public information, election services, coordinates assigned activities with other City departments, outside agencies and the public. Serves as Clerk of the Council, attending all City Council/Development Commission work sessions, meetings, and the Budget Advisory Committee meetings. Coordinates appointments on City's advisory committees/boards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares, edits and proofreads professional correspondence to include letters, memos, minutes, agendas, and reports. Extensive knowledge of computer operation including the ability to enter data in to the City's financial database. Requires the ability to create, edit and update web pages for the City's website.

Attends City Council, Development Commission, and Budget Committee meetings; records proceedings and drafts minutes. Ensures arrangements are made for meetings. Coordinates the preparation of City Council agendas and packets, in coordination with other City departments and the City Manager including internet posting of all agendas, minutes and other materials as determined. Performs numeric identification and index system on Ordinances, Resolutions, and other documents approved by the Council. Prepares and signs certified true copies. Assures distribution of signed ordinances, resolutions, minutes and other documents approved by Council.

Strategizes with the Assistant to the City Manager on Council initiatives.

Performs Laserfiche Administrator functions to include: Assisting City staff in the application of city records management policies and procedures; configuring and maintaining the Laserfiche software package; resolving complex technical issues and providing system support to users; establish and enforce procedures, performance metrics and capacity planning

Performs training to staff on an individual and small group basis on public records management and Laserfiche. Manage City Council and City Recorder web pages by updating content and prompt postings of agendas, minutes, local election and records' requests information, resolutions, ordinances, etc.

Records City documents; receives documents for other City departments including deeds and easements; ensures accuracy and completeness of documents; ensures proper records retention of documents once officially recorded; makes appropriate payments to the respective county.

Participates in coordination of City elections including preparing and distributing official notifications; prepares paperwork for ballot measures; compiles election packets for Council elections; provides information to potential candidates regarding election timelines and other general information needed to ensure compliance with election law; provides election results/statistics; prepares candidate certification for

counties; maintains election records. Maintains awareness of current election laws. Prepares for Council adoption a resolution certifying canvass of votes of an election.

Performing special projects and other responsibilities as assigned by the City Manager or Assistant to the City Manager to include research and preparation of a variety of reports for City Council as requested.

Coordinates recruitment, interviews, and appointments for the City's advisory committees/boards.

Coordinates the issue of City liquor licenses and yearly renewal process required for Oregon Liquor Control Commission (OLCC); prepares renewal notice and collects fees.

Maintains custody of City seal; serves as Notary Public; knowledge of notary laws.

Assists in direction or implementation of programs. Presents information and recommendations. Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.

Attends trainings, workshops and conferences and reviews publications to keep abreast of changes in statutes and regulations to ensure compliance with all legal requirements applicable to the City Recorder's Office.

Provides staff and public with general information about the City Charter, ordinances, resolutions and City Council activities. Responds to public inquiries and complaints. Provides public records to citizens, civic organizations, news media, and other public agencies in compliance with the Oregon Public Records Law.

Participates in operational processes including procedure development and implementation. Participates in the coordination and preparation of departmental budget. Assists in the forecast of department funds for equipment, materials and supplies. Drives to city facilities, vendors, training programs, and meetings as necessary.

May perform lead responsibilities to Administration staff in the absence of the Assistant to the City Manager.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive knowledge of office practices and procedures. Extensive knowledge of business English and composition, spelling and punctuation. Knowledge of state statutes, City Charter, election laws, public meeting laws, records regulations, and parliamentary laws as required for the position of the ability to obtain such knowledge during a defined training time. Ability to organize, file and maintain accurate records. Ability to type rapidly and accurately. Ability to compose professional correspondence. Ability to produce minutes of meetings. Ability to establish and maintain effective working relationships with the public and other employees.

Possession of, or the ability to obtain within a timeline established by the City, a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE: High School Diploma or equivalent with some additional formal training in secretarial science or related field, and/or technical training through the Oregon Association of Municipal Recorders. Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field preferred. Five years related experience in municipal government preferably with a City Recorder's Office. Any satisfactory equivalent combination of education and experience.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The noise level in the work environment is usually moderate.

Employee must have the ability to attend night functions, attend out of town meetings and work a flexible schedule subject to the operational needs of the City. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.