

CITY OF TUALATIN

Classification Description

Job Title: Deputy City Recorder
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, 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.

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.

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. Monitors supply and equipment budget line items. Requests and maintains department supplies. Calls for equipment repair as necessary.

Drives to city facilities, vendors, training programs, and meetings as necessary.

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

Adaptability - Manages competing demands.

Analytical - Designs work flows and procedures. Able to anticipate the effect and effectiveness of policies.

Attendance – Consistently at work and on time.

Cost Consciousness - Works within the approved budget.

Crisis management – Maintains a calm atmosphere and effectively handles crisis situations that may occur.

Customer Service - Understands and applies the principles of quality customer service.

Delegation – Appropriately and effectively delegates work assignments; Sets expectations and monitors delegated activities.

Interpersonal Skills – Requires the ability to work as a contributing member of the organization, work productively and cooperatively with others and the public, and convey a positive image of the City and its services.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment. Maintains confidentiality and sensitive information.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for staff activities; Makes self available to staff.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively in positive or negative situations. Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing – Organizes, prioritizes and plans work activities; Organizes and schedules other people and their tasks. Uses time and resources efficiently.

Professionalism – Approaches others in a tactful manner. Able to build and maintain working relationships with staff, volunteers, other employees and representatives from outside groups.

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

Quality Management - Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

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

Teamwork – Is an effective and cooperative team member who balances team and individual responsibilities.

Written Communication - Writes clearly and informatively. Able to read and interpret complex and technical 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.