

## CITY RECORDER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To perform a wide variety of responsible, confidential, and complex administrative and secretarial duties including records management, administration of elections and recording legislative actions, ordinances, resolutions and minutes; to provide information regarding local and state laws; and to perform a variety of administrative support functions relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Assistant.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

1. Perform a wide variety of responsible, confidential and complex administrative, and secretarial duties.
2. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents and minutes; certify copies as required; maintain and update the City's Municipal Code.
3. Attend all Council meetings; record legislative actions including City ordinances, resolutions and minutes; coordinate City Council agenda distribution.
4. Serve as the City elections official; issue nomination papers, candidate statements, ballot measures, arguments, legal advertising and voter registration; distribute and process financial and campaign disclosure statements; ensure compliance with State conflict of interest and campaign reporting laws.
5. Prepare agendas and packets for City Council and various board meetings; setup and attend meetings, prepare minutes and disseminate information to City staff.
6. Perform administrative support functions for City boards and commissions; monitor vacancies and coordinate membership aspects.
7. Oversee the issuance of all City business licenses and yearly renewal processes.
8. Provide official notification to the public regarding public hearings including legal advertising of notices.
9. Oversee and manage the City's records management system; plan, organize and coordinate the maintenance and recording of official City documents.
10. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of the office of the City Recorder.  
Regulations governing the issuance of business licenses.  
City Council processes and operational guidelines.

**CITY OF FOREST GROVE**  
**City Recorder (Continued)**

Mandated requirements governing public meetings and recording processes.  
Principles and procedures used in coordinating municipal elections.  
Laws and procedures governing municipal elections.  
Mathematical principles.  
Modern office procedures, methods and equipment including computer and supporting word processing and spreadsheet applications.  
English usage, spelling, grammar and punctuation.  
Principles and practices of records management including records retention laws.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform the duties associated with the office of the City Recorder.  
Develop and administer an efficient records management system.  
Coordinate municipal elections and ensure compliance with applicable laws and regulations.  
Prepare and distribute City Council agendas and minutes.  
Independently compose ordinances, resolutions and minutes.  
Coordinate, attend and record City Council meetings.  
Operate a variety of office equipment including a computer and associated word processing applications.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Respond to requests and inquiries from the general public.  
Communicate clearly and concisely, both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, or a related field.

**Experience:**

Three years of increasingly responsible administrative support or office management experience.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Normal office setting with some travel to attend meetings.

**Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.