

<p>Job Title: City Recorder Reports To: Administration Commissioner Department: Administration Location: City Hall Date: February 2025</p>

POSITION SUMMARY

The City Recorder maintains the City Code, is responsible for its codifications, and is the custodian of citywide public records. The position ensures accurate documentation of the City government activity through the recording of City Council operations and its various commissions, and the management of public records; and performs related duties as assigned.

The City Recorder position combines statutory responsibility for records, official documents, municipal court proceedings and duties of the election officer and budget officer with advanced administrative support to the City Council. Must demonstrate the ability to organize official proceedings, and develop and maintain complex record management and retention systems. This position requires a 40-hour workweek with limited evening and weekend duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administer the statutory obligations of the City Recorder, including but not limited to serving as chief elections officer, performing municipal court proceedings and developing and implementing a comprehensive records management system.

- Create and maintain accurate accounts receivable and accounts payable records, payroll and related accounting procedures and submits such reports.
- Forecast and prepare working City budget. Provide guidance for appointed Budget Committee. Prepare final budget for presentation to City Council for approval.
- Accept payments for utility billings, fines and other monies. Provide receipts, balance cash drawer, compile monthly financial reports and work with auditors.
- Write and administer grants.
- Attend City Council meetings and workshops to assure recording of proceeding and entering of documents into permanent record.
- Prepare, review, and edit the City Council meetings, agendas, minutes, recollections, transcripts and action letters. Review the Council agenda and documentation package, ensuring completeness and compliance with legal requirements.

- Serve as elections officer for the City.
- Serve as custodian of official records and archives of the City including codes, ordinances, resolutions, contracts, agreements, deeds, reports, elections, and claims against the city. Receives and certifies official documents.
- Maintain up-to-date City codes, properly indexed and referenced. Maintain distribution lists for communication of new, revised and amended codes.
- Receive and file claims and lawsuits against the city, reviewing, analyzing and forwarding to City's insurance carrier or counsel.
- Provide official notification to the community for public hearings and legal advertising of notices.
- Provide advanced administrative and technical support to the City Council.
- Research City files, documents, archives, and other materials to provide information to the general public and City departments.
- Responsible for municipal court proceedings.
- Prepare papers and record liens and easements for City-owned and privately owned property.
- Update and maintain the rules, policy manual for the City Council and the City employees.
- Certify official City documents as to authenticity for staff, other jurisdictions or citizens with appropriate verification. Attests the Mayor's original signatures on official documents.
- Perform other duties as assigned that support the overall objective of the position.
- Perform other duties assigned by the council.

QUALIFICATIONS

The position requires a working knowledge of the principles and practices of public administration for elected council operations, organization, and work processes. Requires specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction. Requires in-depth knowledge of laws, regulations, and codes applicable to the City Recorder's areas of responsibility. Requires an advanced knowledge of computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relations skill to work cooperatively with diverse teams, assign work to others inside the department, speak to diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey technical concepts.

KNOWLEDGE/SKILLS/ABILITIES

- Ability to work independently and to use good judgment.
- Ability to work with the public, council members, committee members, employees, and other.
- Ability to create a pleasant environment, being aware of a positive public image.
- Excellent written and verbal communications skills.
- Experience with computer programs for word processing, spreadsheets, AR & AP programs, and payroll systems.
- Ability to establish and maintain prescribed departmental routines.
- Ability to assure privacy and confidentiality when appropriate.
- Knowledge of accounting procedures, practices, and philosophies.
- Ability to handle criticism and complaints in an effective manner.
- Strong skills in office procedures: calculator use, typewriting, filing, filling out forms, telephone etiquette, etc.
- Ability to handle multiple tasks and complete tasks in set time frames.
- Ability to take direction.
- Ability to be timely in attendance, job schedules and work assignments.
- Knowledge of land use planning.
- Ability to type 60 wpm.

EDUCATION/EXPERIENCE/CERTIFICATES

The position typically requires a Bachelor's degree in public administration or business, and three years of progressive administrative support or records management experience or equivalent experience. Additional relevant experience and archivist or records management certification may substitute for some higher education.

Possess Notary Public capability or the ability to achieve within the first 90 days of employment.

LANGUAGE ABILITY

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public. Ability for effective verbal communication with coworkers and customers; and the ability to professionally manage unhappy customers.

MATH ABILITY

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. The ability to add, subtract, multiply, and make change.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

SUPERVISORY RESPONSIBILITIES

Responsible for supervising the Assistant City Recorder.

PHYSICAL DEMANDS

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.