



June 2008

CITY RECORDER

DEFINITION

Under general direction, plans, organizes, and provides direction and oversight to and participates in all City Recorder functions and activities, including the custody, access, and archiving of public records and public information, election services, the legislative function, and filing officer services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; provides responsible and complex administrative support to the City Manager and the City Council in areas of expertise; serves as the City Elections Official and Clerk to the City Council; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Manager and administrative direction from the City Manager and City Council. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a supervisory-level class that directs and participates in all activities of the City Recorder's Office, including providing responsible and complex administrative support to the City Manager and the City Council, serving as the City's official record custodian, and coordinating election activities. Responsibilities include coordinating the activities of the assigned function with departments, officials, outside agencies, and the public. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Administrative Services Manager in that the latter has overall responsibility for all administrative services functions, including municipal court, records management, office services, and City Recorder.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and implements and administers division goals, objectives, policies, and procedures.
- Assists in the preparation of the City Recorder and Records Division budgets; recommends staffing, equipment, materials, and supplies; monitors the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of technical and office support staff; provides training and policy guidance and interpretation to staff.
- Participates in the recruitment and selection of new employees; makes hiring recommendations.

- Ensures that staff provides a high degree of service to the public, other departments, and other governmental agencies in support of achieving the department's and the City's objectives and goals.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Evaluates the operations and activities of the City Recorder's office; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and implementation for the municipal court program; prepares cost estimates for budget recommendations; submits justification for requests; reviews monthly expenditures to ensure compliance with approved budget; monitors the collection, receipt, and transfer of fines, monies, and other funds that pass through the court system.
- Manages and coordinates support to the City Council including agenda preparation, Council packet review and preparation, tracking agenda items, minute preparation, and assembling the public record.
- Manages and coordinates follow-up to Council meetings, including appropriate notifications, securing signatures on contracts, writing letters, administering ordinance codification, preparation and distribution of Council minutes, and maintaining the official Council record.
- Serves as City Elections Officer handling all aspects of City elections, including preparing and distributing official notifications, providing information to candidates and campaign committees and ensuring compliance with all county and state rules, regulations and requirements.
- Provides technical advice regarding required content of City legal notices for completeness and compliance with statutes; coordinates the preparation of legal notices related to Council actions; reviews all City resolutions and ordinances for form and completeness.
- Supervises and administers the City records management program, including advising City departments for compliance with requirements of the State Archivist, providing direction to the records staff in developing the records management program, citywide filing system, microfilming and records retention/destruction schedules, developing a City-wide disaster recovery program for vital records, coordinating and reviewing requested documents in conjunction with the City Attorney, and producing documents for review.
- Assists in or directs the preparation of the official record for land use actions appealed to the Land Use Board of Appeals or appellate court.
- Manages and coordinates response to requests for public records from citizens, civic organizations, news media and other public agencies in compliance with the Oregon Public Records law; assists the public and City staff by responding to inquiries and researching issues related to the Tigard Municipal Code and Council actions; researches and prepares information and elements of studies and reports.
- Serves as Oregon Notary Public and as an information resource to City staff regarding notary issues; serves as a designee to receive legal process service; notarizes, signs, and/or affixes the City seal for official city documents, including ordinances, orders, resolutions contracts and other documents as necessary; administers oaths to City Council, Charter officers, and other officials upon request.
- Resolves complex technical issues by recommending or approving modifications and alternate methods.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Recorder function.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned function and program areas.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Prepare official minutes, resolutions, and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by college coursework in business or public administration, political studies, communications, or a related field, and/or technical training through the Oregon Association of Municipal Recorders, and five (5) years of experience in municipal government, preferably with a City Recorder's Office, including one (1) year of supervisory experience.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of or ability to obtain designation as a Notary Public in the State of Oregon at time of appointment.
- Certification as a Certified Municipal Clerk is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.