



**The City of Rockaway Beach, Oregon is seeking a qualified individual to
serve as its next City Recorder:**

Starting at \$71,797

The City of Rockaway Beach is located in Tillamook County Oregon and provides a wide range of services to its citizens and visitors. The current permanent population is approximately sixteen hundred with a vibrant tourism industry.

Under the supervision of the City Manager, the City Recorder is a key member of the City's leadership team and expected to competently perform his/her duties. The position requires frequent handling of sensitive and confidential information. Additionally, this position frequently interacts with elected officials, appointed officials, committee members and the public.

The City Recorder is expected to exercise initiative, supervisory, and management responsibility for a variety of tasks critical to the administration of the City of Rockaway Beach. These include but are not limited to; Acts as City Records Manager; serves as Clerk of the City Council, elections officer, processes requests for information from the public; does research, analyzes information, plays a lead role in public outreach efforts, and coordinates selected projects.

Work is performed under the general supervision of the City Manager. Independence of action and self-motivation are stressed in the general performance of duties.

To apply:

Read the full Job Description for experience and minimum job requirements.

Complete City of Rockaway Beach Employment Application found at www.corb.us

Submit Resume and Application to Citymanager@corb.us or:

**City of Rockaway Beach
P.O. Box 5
Rockaway Beach, OR 97136**

A first review will be conducted on applications received before 5:00PM, April 14th, 2023.

WWW.CORB.US