

CITY OF ROCKAWAY BEACH
POSITION CLASSIFICATION DESCRIPTION
(City Recorder)

GENERAL STATEMENT OF DUTIES:

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. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

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 general public.

SUPERVISION RECEIVED:

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.

SUPERVISION EXERCISED:

The City Recorder may supervise staff, contractors or consultants when assigned.

ESSENTIAL FUNCTIONS: *The following information is not all-inclusive.*

Professionally represent the City of Rockaway Beach while attending meetings, conferences, public events or other gatherings. Assists the City Manager in formulating policies and procedures for departmental organization and operation. Identifies and works to secure grants and other funding sources. Assists with grant program management. Maintains communications and coordination with the City Manager, Council, applicable commissions, other agencies, co-workers and the public. Works with all departments to ensure proper preparation of Council, Planning Commission and Budget Committee agendas; makes necessary legal notifications of special meetings and public hearings. Acts as clerk of the Council Planning Commission, Budget Committee and ad Hoc committees, and ensures compliance with public meetings law; records Council proceedings, drafts or edits minutes and submits for Council approval; maintains custody of official Council minutes and answers inquiries regarding Council activities. Coordinate and attend public outreach for projects or committee events as assigned by the City Manager. Research, analyze and make recommendations to the City Manager on a variety of topics as assigned. Acts as Records Manager in charge of City-wide records management and retention program; maintains all official records of the City; certifies/attests to all legal documents of the City. Acts

as elections officer responsible for all aspects of local elections and public information officer. Responsible for responding to requests for public records and information and ensuring compliance with related laws. Responsible for management of Municipal Code and Council ordinances and resolutions, including drafting and maintaining ordinances and resolutions adopted by Council. Performs other duties as required by State Statute and Municipal Code.

MINIMUM QUALIFICATIONS:

Thorough knowledge of the organization and functions of City government, state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meetings Law and parliamentary procedures. Considerable knowledge of State and Federal privacy and security laws related to public records. Thorough knowledge of the principles and techniques of supervision. Knowledge of appropriate grammar, punctuation, spelling. Knowledge of proper minute taking techniques, including preparing summary minutes. Knowledge of contemporary office practices and procedures and basic office software products. Knowledge of Human Resources as applied to general municipal government operations. Knowledge of Public notice laws & Roberts Rules of Order

Skills and ability to perform research, compile and analyze data, and write or present clear and accurate reports on complex subjects. Skills in analyzing and resolving problems in a logical and effective manner.

Ability to work in a fast-paced environment with interruptions. Ability to present complex topics at public meetings. Ability to accept supervision and criticism. Ability to review substantial data and draw conclusions. Ability to communicate with others and produce written reports. Ability to make decisions. Ability to move between City work locations. Ability to learn. Ability to read and understand complex, legal and regulatory information, laws and ordinances. Ability to keyboard. Ability to hear, listen to and understand meeting transactions. Ability to work independently and make decisions in accordance with established policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to secure cooperation of others in difficult work situations. Ability to deal with a wide variety of complex issues, perform under stress and prioritize workload. Ability to prepare a budget and monitor expenditures. Ability to manage important and complex records. Ability to deal with the public and City officials with diplomacy and tact. Ability to function as part of the City Leadership Team. Follow written and oral instructions and organize and prioritize work to meet deadlines and demands of workloads with a minimum supervision while maintaining accuracy and attention to detail.

Communicate effectively, both orally and in writing, with employees, City officials, other organizations, and the general public to explain general established policies, procedures and systems using good judgment, courtesy and tact.

EXPERIENCE AND TRAINING: *Education and experience requirements listed are minimum standards. (Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

Education: Bachelor's Degree in business administration, public administration or related field or Master Municipal Clerk certification through the International Institute of Municipal Clerks.

Experience: Five years' experience as City Recorder, Deputy City Recorder or Administrative Assistant position in City government. Competence in all areas of administrative and word processing skills.

Licensing: Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing; reach and manipulate objects, tools, or controls; drive; type; and perform long periods of data entry in a computer. The position requires mobility. Duties involve moving materials weighing up to 40 pounds on an infrequent basis; manual dexterity and coordination are required over 50% of the work period.

PRE-EMPLOYMENT REQUIREMENTS

Must be able to pass drug screen and must demonstrate ability to perform essential functions. Education, experience, and references verified.

EXEMPTION STATUS: Exempt