

CITY OF MAYWOOD PARK

Job Description

City Recorder

F.L.S.A. Status: Part Time, approx. 15-20 hours/week, FSLA non-exempt

Salary Range: \$1200/month

Report To: Mayor

Basic Functions

Under supervision of the Mayor, the City Recorder will spend as much time as may be reasonably necessary to provide the city of Maywood Park with services and duties as could be regularly assigned to City Recorder.

These duties may include, but are not necessarily limited to the following:

Principal duties and Responsibilities

Duties are illustrative and not inclusive and may vary with individual assignment.

- **Filing** – The City Recorder is the City’s Records Officer and is responsible for the filing, scheduling, retention and destruction of all the City’s original hard copy and electronic documents in accordance with City Charter of Maywood Park, Section 16; ORS Chapter 166, Division 20 and the City of Maywood Park Records Retention Policy Resolution #260; Assures all original documents are appropriately maintained in the storage unit, located at Fort Knox Storage 5530 NE 122nd Ave, Portland, OR 97230 or in the city office, located at 10100 NE Prescott St. Suite 147.
- **Mail** – Responsible for gathering, sorting and distributing mail in a timely fashion to the Mayor and Council. For incoming mail related to City finances, the City Recorder records deposit checks received and files both deposits and bills in a locked cabinet for the City Treasurer.
- **Document Preparation** – The City Recorder types letters and reports and prepares Resolutions and Ordinances for consideration by the governing body; Organizes and maintains records of meeting minutes; Files and tracks all permits submitted to the City; Assists in researching grants and completing grant and loan applications, prepares related reports; Reviews monthly finance reports prepared by the City Treasurer; Responds to all records requests in accordance with the City of Maywood Park’s records requests policy Resolution # 261.
- **Governmental Meetings** – Assures that governmental meetings adhere to ORS 192.630 public meeting laws. Prepares the agenda and agenda packet for Council and public. Attends regular and special Council meetings (Some evenings required) and places public notices as required by ORS 192.640.

- **Elections** - The City Recorder is the City's Election Officer and is responsible for handling all aspects of Council elections every 2 years, as well as provide training to incoming and current Council members.
- **Public Relations** - Prepares public relations work for the city as directed by the city council members. As required, answers city phones and responds to emails in order to provide information and assistance to the public on request. Assists public by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to city staff or officials. Also monitors and updates City website and social media with relevant city information according to public records laws and the City's policies and procedures.

The City Recorder works closely with the members of the City Council and is expected to effectively communicate, both verbally and in writing, the information necessary to support the administration of the city's affairs by the Mayor and Council. The City Recorder is the Jurisdictional Contact for the Oregon Ethics Commission and is responsible for the notification and verification of completeness of the Council's annual ethics filings.

Knowledge, Skills and Abilities

- Current knowledge or willingness to gain the knowledge of Oregon statutes; Public Records laws; Public meeting laws; Elections; Records Retention; Federal, State and local laws and ordinances that impact the work of the City including the City Code and City Charter; City organizational structure and operation including the operating rules and procedures invoked by City Council for conducting their meeting (ie. Robert's Rules); and privacy of information laws.
- Principals of business letter writing and basic report preparation.
- Time and resource management.
- English usage, spelling, grammar and punctuation. Type at a speed necessary for successful job performance.
- Establish and maintain effective working relationships with other City employees, Mayor, City Council, and the public.
- Use a PC with proficiency – Windows, Microsoft Office, Excel, Word, Power Point and Quickbooks accounting software.
- Communicate clearly and concisely, both orally and in writing.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Considerable ability at self-supervision to prioritize work, organize, research and solve problems.
- Ability to handle public contact with friendliness, responsiveness, and tact.

Desired Qualifications

- Education: Possession of an Associate's degree or shall have completed a minimum of two years of post-secondary study in business administration, public administration, English, communications or closely related field, Bachelor's Degree preferred.
- Experience: Up to four (4) years of administrative experience. Preferred municipal government administrative experience with specific experience in local government operations in the area of records management, public/open meetings, elections and municipal codes.
- Substitution: Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements. Willingness and availability to obtain proficiency by attending trainings, conferences and meetings, and reading professional literature also considered.
- PC application software capabilities including Windows, Microsoft Office, Excel, Word, PowerPoint, Quickbooks, etc.
- Resident of Maywood Park preferred.
- Must be bondable.

Hours and Compensation

The work schedule is flexible and considered part-time. There will be evening and weekend work that will be required from time to time with attendance such as at regular evening City Council meetings and City events. It is desired that the City Recorder develop consistent daytime office hours that can be provided to the public. This position is not part of the union, and your employment status is at will. Annual performance reviews should occur about every twelve months.

Benefits

This is a part-time position with the City of Maywood Park and there are no additional employment benefits.

Confidentiality

In the course of your employment with the City of Maywood Park, you will have access to certain confidential and proprietary information. By signing this document in the space provided at the bottom of the page, you are expressing agreement during and after your employment with the City, you will not use or disclose such confidential and proprietary information: (a) other than as required in the performance of your responsibilities; (b) for your own personal gain, or (c) in any manner contrary to the best interest of the City.