

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: DEPUTY CITY RECORDER

General Functions:

Under the limited supervision of the City Recorder, this position provides administrative and clerical support to the City Recorder with regards to records management, council agenda packets, and minutes in support of services and operation of the City Recorder's function. Provides technical, complex, specialized, and confidential office administrative support to the City Recorder, Assistant City Manager/Communications Director, and the City Manager.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Contribute to a positive work environment.
- 2) Maintain a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Provide secretarial and administrative support to the City Recorder.
- 4) May assist other departments in the organization and maintenance of departmental records.
- 5) Assist other City departments in the posting of public notices and meetings.
 - i) Assists in the application of public meeting law for the scheduling of meetings and in providing proper notice in accordance with the City Charter and applicable state law.
- 6) Serve as Oregon Notary.
- 7) Provide front counter service to the public with general information about the City Charter, Ordinances, Resolutions and City Council agendas and other City activities and in the receipting of monies. May respond to inquiries and assist the City Recorder with requests to provide public records to citizens or other public agencies in compliance with Oregon Public Records Law.

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- 8) Assist the City Recorder in maintaining a records disaster plan.
- 9) Assist the City Recorder in the administration of the election process.
- 10) Assist the City Recorder with annual recruitment and appointments to City Boards and Commissions.
 - i) May assist with scheduling City Council interviews of the Budget Committee and Planning Commission candidates.
 - ii) May assist with tracking applicant as well as with follow-up letters, confirming appointments, etc.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of educations, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) The position requires five years of successful experience in a position of increasing responsibility related to office administration, and records management. Associate's Degree a plus.
- ii) Requires intermediate to advanced knowledge of personal computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry into custom databases and records management software.
- iii) Advanced knowledge of business English composition, proof reading, spelling, punctuation, grammar and usage.

b) Training:

- i) The position also requires the ability and skill to communicate effectively with a wide variety of individuals.
- ii) Requires an understanding of Oregon Public Records Law and archival records management.

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- iii) Requires the knowledge, skill and ability to take a creative, innovative and analytical approach to technology and problem solving techniques.
- iv) Knowledgeable of local, state and federal laws pertaining to land use, public records, elections, ethics, and record management/retention techniques.

2) Supervision:

Received: Work is performed independently with the City Recorder providing general direction and indirect supervision.

Exercised: Supervision is not a requirement of this position. May provide direction and oversee the work of temporary staff.

3) Communication:

This position requires communication with city staff. Requires extensive communication with the general public at the front counter, on the telephone and when answering e-mail correspondence. Position may communicate with agencies and organizations outside the city organization.

4) Cognitive Functions:

Supervision is indirect. Goals, projects and issues are discussed and assigned. The employee is responsible for developing and implementing a suitable approach.

Written guidelines and policies including state mandates are available. They are frequently general, in nature, and require significant interpretation.

5) Working Conditions:

Work occurs at the West Linn City Hall and at other offices from time-to-time. Work occurs during work hours with possibility of night meetings.

6) Resource Accountability:

This position is responsible for City owned computer equipment. May be responsible to arrange for facilities and procure supplies and/or food for various meetings or special events.

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The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.