

**CITY OF NEWBERG
POSITION DESCRIPTION**

Class Title:	Deputy City Recorder	Grade Number:	130
Department:	Administration/City Manager's Office		
Division:	City Recorder's Office	Supervisor:	City Recorder
Date:	January, 2012		

I. GENERAL PURPOSE

Provide a variety of routine and complex governmental administrative responsibilities supporting the City Recorder, City Manager, and City Council; advanced technical support, record management and record compliance; and assistance to the City Recorder to fulfill Council support functions.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide direct executive administrative support performing difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills to the City Recorder and City Manager and support to the Mayor and City Council as needed or directed.

Serve as the floor's Office Manager performing tasks including, but not limited to, courier duties; processing purchase requests; making purchases; light housekeeping for meeting rooms and City Recorder, City Manager, and Mayor offices; coordinating facility maintenance; maintaining supplies; and coordinating routine office equipment maintenance.

Attend City public meetings where scribing services are requested. A meeting may be a public hearing, town hall gathering, or other meeting requiring a written record.

Manage department web pages by developing new web pages and performing day-to-day maintenance of web pages.

Oversee City's annual Boards, Committee, and Commission recruitment and appointment process.

Schedule appointments; registers personnel for conferences and seminars; make travel arrangements and itineraries; and maintains ongoing meeting and event schedules for the City Recorder, City Manager, and Council.

Maintain comprehensive indexing systems of City minutes, deeds, easements, and agreements as well as ensuring proper filing and preservation for permanent retention.

Serve as the department's event coordinator by organizing and managing events hosted by the City from within the department. This includes, but is not limited to, the City/County Dinner, Volunteer Appreciation and Training, and City Hall Week events.

Participate in operational processes including procedure development and implementation.

Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness for the City Recorder, City Manager, Mayor, and Council.

Act as a lead coordinator on assignments and may provide technical and functional direction to assigned personnel.

Serve as a notary public.

Assist City Recorder in all City Recorder's Office duties and serve as back-up to City Recorder in City Recorder's absence, excluding signing documents, which is performed by the City Manager.

Perform duties of the Minutes Recorder as assigned.

Maintain required certifications by attending conferences, seminars, and workshops related to Deputy City Recorder's duties and responsibilities.

III. MINIMUM QUALIFICATIONS

Education, Certification, and Experience:

- A. Associate's degree in business management, records management, public administration, or a closely related field.
- B. Certified Municipal Clerk Certification highly desired. If not held, must be able to obtain certification and continue pursuit to obtain Master Municipal Clerk Certification.
- C. Two (2) years of related experience.

Any equivalent combination of education and progressive work experience substituting for the required education on a year-by-year basis, which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Required Knowledge, Skills, and Abilities:

- A. Working knowledge of the principles and practices of modern public administration.
- B. Proficient knowledge in public records and public meetings laws.
- C. Thorough knowledge of modern records management systems, including legal requirements for recording, retention, disposition, and disclosure.
- D. Ability to explain policies and processes to the public, research technical and general information, and communicate the findings in a clear and concise manner; ability to establish and maintain effective working relationships with employees, other departments, officials, and the public; ability to communicate effectively verbally and in writing.
- E. Extensive knowledge of office practices and procedures; skill in operation of listed tools and equipment; substantial knowledge of business English, spelling, grammar, and punctuation rules.
- F. Ability to analyze situations and make recommendations, interpret policies and procedures, and make independent decisions.
- G. Ability to exercise discretion in confidential, political, and sensitive matters.
- H. Ability to prioritize work and manage a varied workload.
- I. Exercise constant follow-through and the highest level of accuracy.

IV. SPECIAL REQUIREMENTS

- A. Valid State Driver's License or ability to obtain one.
- B. Notary Public commission within six months of employment.

V. TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Office Suite, PowerPoint, database software, 10-key calculator, phone, digital audio recording equipment, copy machine, fax machine, typewriter, printer, transcription equipment, laminating machine, and scanner.

VI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long durations; listen intently; capture conversations with many speaking at one time; use hands and fingers to operate objects, tools, or controls and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to frequently adjust focus.

Movement within the office is essential with some travel required to various facilities several times a week. The employee must occasionally lift and move up to 35 pounds.

VII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

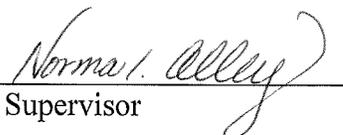
The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions. The noise level in the work environment is usually quiet with intermittent moderately loud noises.

VIII. SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, background check, drug testing, and job related tests required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job 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.

Approval: 
Supervisor

Approval: 
Appointing Authority

Effective Date: Created December, 2004

Revision History: Revised January, 2012