

Job Description

Title: City Administrator/Recorder	Status: Part-Time
Department: Administration	Reports To: Mayor and City Council

POSITION SUMMARY

This position performs complex administrative and confidential functions as the City Administrator/Recorder, which includes elections, records, agendas and minutes, Mayor and Council support. This position also provides administrative, fiscal support and human resources related support to the Mayor and City Council members.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Maintains official City records including ordinances, resolutions, proclamations, contracts, agreements, deeds, leases, insurance documents and minutes.
2. Maintains and updates the City's official Charter and codes and ensures compliance with record retention statutes.
3. Oversees the City's records management system; plans, organizes and coordinates the maintenance and recording of official City documents.
4. Prepares Council agenda and committee agendas for distribution. Prepares meeting schedules and disseminates information to City staff and public as needed.
5. Attends all Council meetings and committee meetings; ensures compliance with public meetings laws; records City ordinances, resolutions and minutes.
6. Serves as Chief Election Official and ensures all elections are executed in accordance with statutes and regulations.
7. Performs administrative support functions for the Mayor and City Council, as needed.
8. Provides information about the City Charter, Ordinances, Resolutions and City Council procedures and activities, upon request. Responds to inquiries and may be requested to provide public records to citizens or other public agencies in compliance with Oregon Public Records Law.
9. Provides official notification to the public regarding public hearings including legal advertising of notices.
10. Ensures fair and legally compliant recruitment and selection processes; prepares and maintains required documentation; administers applicant tracking and communicates with applicants. Prepares job postings and places notices in selected recruitment sources. Receives and reviews all employment applications. Schedules interviews. Coordinates background checks and any pre-employment testing. Provides written notification to applicants during interview process.
11. Conducts reference checks, verifies employment request from banks and other institutions.
12. Oversees and conducts orientation, onboarding and exit processes to ensure smooth transition for employees.

13. Manages benefit enrollment processes for new hires, COBRA participants, annual elections and qualified status changes.
14. Submits and monitors Worker's Compensation insurance claims with carrier; maintains claims related data for monthly, annual and periodic reporting purposes.
15. Communicates and consults with employee regarding claim status during leave, anticipated return date, work restrictions, prospects for light duty, reasonable accommodation or other return to work measures.
16. Addresses issues and questions posed by employees regarding interpretation of HR related City policies.
17. Compiles budget and audit documents as requested by Mayor, City Council and independent auditor.
18. Publishes required budget notices, coordinates required meetings, publishes final documents, records with state and county agencies, provides requested materials and performs research at the request of individuals named above.
19. Provides confidential administrative support to the Mayor and City Council.
20. Prepares City payroll. Monitors and maintains time entries and corrections. Sets up employee database profiles and maintains master file.
21. Processes payments for employee retirement accounts, HRA accounts, garnishments, etc.
22. Processes Accounts Payables, including verification of invoicing, maintaining vendor information, obtaining Mayor and City Council approval for expenditures, processing vendor payments, updating GL, reconciliation and reporting at the direction of the Mayor and City Council.
23. Provides first line customer service to customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
24. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Associates Degree and three-five (3-5) years of progressively responsible experience in an administrative support role.
- Three-five (3-5) years progressively responsible experience with QuickBooks Desktop Pro.
- Three-five (3-5) years progressively responsible experience with accounting/bookkeeping.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Previous municipal experience.
- Previous Human Resources experience.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the State Statutes relative to the function and organization of City of Sodaville government operation and City Administrator and City Recorder functions.
- Knowledge of the principles and practices of office management and records retention, accounting practices and procedures.
- Knowledge of principles and practices of budgeting and fiscal management.
- Skill in defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Knowledge of department operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate clearly, concisely and effectively in English with others in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to maintain confidentiality.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Oregon Open Records and other applicable State and Federal statutes and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform mathematical calculations required of this position.
- Ability to prepare and monitor an operating budget, including line item budgeting.
- Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.

• Work is generally in a moderately noisy office setting (e.g. business office, light traffic). Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. 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.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name