

City of Arlington Oregon

City Recorder Position Description

Position Summary: This position performs complex administrative and confidential functions as the City Recorder, which includes elections, planning, records, agendas and minutes, Mayor and Council support. This position is responsible for all accounting duties.

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 and resolutions, contracts and agreements, deeds and leases, insurance documents and minutes. Maintains and updates the City's official Charter and codes and ensures compliance with record retention statutes. Oversees the City's records management system; plans, organizes and coordinates the maintenance and recording of official City documents. Prepares Council agenda and committee agendas for distribution. Attends all Council meetings and committee meetings; ensures compliance with public meetings laws. Provides official notification to the public regarding public hearings including legal advertising of notices.
2. Performs administrative support functions for the Mayor and City Council, as needed. 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.
3. Acts as the Planning Officer and works with the City Planner and Planning Commission. Attends all planning meetings, takes minutes, ensures compliance with Zoning Ordinances. Signs building permits allowed by zoning regulations. Consults with City Planner to assure compliance with current land use laws. Determines when applications must be submitted to the Planning Commission for Conditional Use Permits, Minor/Major Partitions, Comprehensive Plan Amendments, Zoning Ordinance Amendments and Variances.
4. The Recorder is appointed by the City Council as the Budget Officer and prepares the annual budget in compliance with Oregon Budget Law.
5. Accounting Duties: Accounts Receivable and Payable, Bank and Investment Account reconciliations, general ledger review and year end adjusting journal entries. Responsible for annual audit preparation and correspondence. Complete Annual Worker's Comp audit. Oversee Utility Billing process
6. Applies for and manages grants.
7. Serves as the Elections Officer and ensures all elections are executed in accordance with statutes and regulations.

8. Supervise Utility Billing Clerk and Seasonal Golf Course Clubhouse Staff

9. Provides first line customer service to customers; greets and receives visitors and residents; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate personnel.

10. Other duties as assigned.

Preferred Knowledge and Abilities

- Knowledge of the State Statutes relative to the function and organization of City of Arlington government operations and City Recorder functions.
- Knowledge of the principles and practices of office management and records retention, accounting practices and procedures. Current office practices and procedures and knowledge of the operation of standard office equipment and software. Computer software including QuickBooks Pro, Inhance Utility Billing, Microsoft Word, Excel, Outlook and database applications consistent for this position.
- Knowledge of principles and practices of budgeting and fiscal management; Cash accounting and governmental and business-type activities.
- Knowledge of department operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Ability to research and analyze detailed information and make appropriate recommendations; interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- 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. Prepare and maintain accurate and concise records and reports. 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; think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain confidentiality and professionalism at all times.
- Ability to establish and maintain effective working relationships with others.

Education, Certification & Experience

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

- Bachelor's degree in public administration, business administration, accounting, planning or a related field is required and five (5) years of experience in government or related experience required.

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

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 Acknowledgement

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

Signature: _____

Date: _____

Attest: _____

Date: _____