



CITY OF SILETZ, OREGON

JOB DESCRIPTION

CITY RECORDER/TREASURER

GENERAL STATEMENT OF DUTIES

Under the general direction of the City Council, implements policy as established by City Council. Administers, plans and directs the overall budgeting and finance functions of the city; oversees and performs work relating to the retention and maintenance of official City records, financial management and the budgeting process; planning and related work required.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Acts as Chief Financial Officer of the City and operates under State laws, the City Charter and Ordinances, as well as direction and ruling of the City Council. Most duties of this classification involve working with the department heads of the City and the City Council. Actions taken are on board policy, planning, and budgeting of City operations as directed by the City Council.

SUPERVISION RECEIVED

Work is performed under the general supervision of the City Council.

SUPERVISION GIVEN

Exercises fiscal supervision over the City budget and expense control; direct supervision of clerical personnel in the City Recorder's Office.

PRINCIPAL DUTIES

1. Prepares the annual budget; reviews and approves departmental needs; estimates and transmits budget to the Budget Committee for review and final action.
2. Attends all City Council and special meetings of the City Council. Ensures minutes and journal of Council proceedings are kept; countersigns all writings authorized by the City Council required by City Charter.
3. Confers with the Public Works Superintendent on programs, procedures and administrative problems to improve the effectiveness of the City Service.
4. Meets with representatives of various governmental agencies concerning varied problems involved with those agencies on negotiation of agreements and/or contracts, disposition of complaints and other related matters.
5. Attends public entity meetings as a representative of the municipal government.
6. Conducts correspondence on varied public works contracts and prepares or supervises the preparation of informative materials for publication.
7. Assists private citizens seeking information or making complaints and attempts to dispose of these matters to the best advantage of all parties concerned; consulting legal or county planning staff as needed.
8. Performs duties of office management; supervises employees in the City Recorder's office, which includes oversight of complex accounting procedures, utility billing and Court Clerk activities.
9. Maintains insurance records on all City property; confers with insurance agents on all insurance matters.

10. During election periods, prepares all election documents, ensures proper documentation, and filing of the same; confers with the county clerk on all election matters.
11. Invests City funds, balances bank fund statements, pays bonds, including interest, keeps bond and coupon records, receives all tax monies.
12. Supervise recording of assessment liens and collections.
13. Prepares transcript issues and post notices, publishes and provides legal publications; confers with legal staff as needed.
14. Prepares resolutions and ordinances; consulting legal staff and/or county planning staff as needed, and maintains official City records and documents according to Oregon State Retention Schedules.
15. Prepares City payroll, maintains records according to Oregon State Retention Schedules and prepares monthly, quarterly, and annual reports.
16. Acts as City Planner, issuing building permits, applications forms, other city permits and business licenses as requested, pursuant to city codes; consulting legal and or county planning staff as needed.
17. Maintains a thorough and up to date knowledge of pertinent legislative action, and Federal, State, and County laws governing municipalities.
18. Files, Administers and maintains grant applications; grants received, keeping complete records of documents according to the Oregon State Retention Schedule or grantee.
19. Prepares and compiles documents for annual and periodic audits.
20. Maintains all city personnel records per Oregon State Retention Schedules.

21. Maintains certification files and records for Public Works Employees, and assists in scheduling short schools, training, certification updates, and annual license renewals as required
22. Assumes duties of absent Deputy Recorder and Clerical Staff.
23. Assists in hiring of all city staff; making recommendations to City Council concerning hiring, promotions, raises and reassignment and discipline of clerical employees, Assigns, supervises and evaluates all clerical personnel.

MINIMUM QUALIFICATIONS FOR THIS CLASSIFICATION:

EXPERIENCE REQUIRED

Five years of progressively responsible public or business management affording a knowledge of local, state and federal laws.

EDUCATIONAL REQUIREMENTS

High School Diploma or GED, Bachelor's Degree in Business/Public Administration/Accounting preferred but combination of education and experience may substitute.

ESSENTIAL FUNCTIONS

Acts as Chief Financial Officer of City, Human Resource Clerk, City Planner, and Assists City Council in hiring of all city staff. Application of principles and methods used in finance, office management, accounting, spreadsheet data entry, budgeting, and banking in a municipal setting; use of all office equipment, including ten-key calculators, copiers, use of word processing programs and financial software, records including all applicable taxes, benefits, and other deductions, and accounts payable.

PRE-EMPLOYMENT REQUIREMENTS

Drug Screen, bankability, educational and experience verification; valid Oregon Class IV driver's license; Notary Public. Demonstrated ability to perform essential functions.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step

Mental Aptitude Table

Designated Function	% Time	Aptitude Level
WRITING	10	1
READING	20	1
REASONING	100	1
MATHEMATICS	25	1
VERBAL	60	1

Note: Percentages may exceed 100% because functions may occur simultaneously

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	2

Note: Acuity and aptitude levels are: High=1 Medium=2 Low=3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: City Hall Administration

Job Title: City Recorder

Reports To: City Council

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5

WALKING		10
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WORD PROCESSING	18	10
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Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously