

CITY OF BEAVERTON

Deputy City Recorder

General Summary

Coordinate process and distribute documents for City Council meetings. Ensure City complies with public meeting and public records laws. Administer City elections in coordination with the City Elections Officer. Act as City Recorder in his/her absence.

Key Distinguishing Duties

Coordinate the preparation and distribution of City Council meeting documents.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate and process agenda packets for Council meetings. Issue public notices. Attend and record Council proceedings. Publish Council meeting information to the Web.
2. Record official documents with appropriate agencies. Oversee scanning of official City documents.
3. Coordinate City elections including the preparation of the voter's pamphlet and petitions from candidates.
4. Serve as lead worker. Train others in operating procedures and review and sign time sheets. Provide input and participate in recruitment, interviewing and hiring of new employees. Assign, schedule and review staff work. Provide coaching to employees and provide input into performance evaluations.
5. Oversee administration of the City's room reservation system.
6. Provide a variety of fiscal services, such as accounts payable, accounts receivable, budget preparation and monitoring, payroll timekeeping, purchase ordering, reconciling assigned contract files and maintaining inventory.
7. Assist with reception duties in the Mayor's office as needed.
8. Participate in General Services section operational processes including procedure development and implementation.
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.

10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Provide Notary Public services.

Knowledge Required

- ◆ Advanced knowledge of the laws, regulations and ordinances related to municipal elections administration.
- ◆ Advanced knowledge of the laws and regulations governing public meetings.
- ◆ Working knowledge of practices and principles of records management.
- ◆ Working knowledge of the laws and regulations governing public records.
- ◆ Working knowledge of public notice laws.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to municipal meeting and elections processes.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Expert knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Expert skill in taking and transcribing meeting minutes.
- ◆ Strong skill in public records management.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.

- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Expert ability to use a keyboard and word-processing, spreadsheet programs or other application software as required for position.
- ◆ Advanced ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Associates degree and 3 years progressively responsible experience coordinating City Council meeting and voting processes, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.
- ◆ Notary Public designation required.
- ◆ Certified municipal clerk designation desirable.

Working Conditions

Daily focus on a computer screen for prolonged periods; precise control of fingers and hand movement; daily use of a keyboard or similar device; weekly standing for prolonged periods; occasional dealing with distraught or difficult individuals; weekly attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: Deputy City Recorder
 Revised: 1/98
 New class specification title 1/98: Deputy City Recorder
 Revised: 11/2001
 Revised: 01/2002 – Added Key Distinguishing Duties and revised essential functions
 Revised: 1/1/09

Status: M3
 FLSA: Non-exempt

 Department Head Signature

 Human Resources Signature

 Date

 Date