

# CITY OF BEAVERTON

## City Recorder

### General Summary

Administer the functions of the City Recorder's Program. Coordinate City Council meetings and agendas. Administer City elections. Provide confidential administrative support to the Mayor, Assistant to the Mayor and City Council. Attend confidential City Council executive sessions.

### Key Distinguishing Duty

Overall responsibility for managing the City Recorder Program and staff of the section. Coordinate the City Council meeting process. Serves as the City's Elections Officer. Hires staff, responds to grievances and oversees the disciplinary process as needed.

### 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 the preparation of City Council agendas and agenda packets. Post agendas, minutes, ordinances and resolutions. Maintain City ordinances, resolutions, City Council minutes, and an array of other legal documents as required.
2. Supervise support staff of assigned section. Participate in hiring decisions. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy
3. Serve as technical administrator for video streaming software. Edit video film, import files, and post agendas to internal and external websites.
4. Oversee the transcription of City Council minutes and ensure compliance with laws governing public meetings and public records.
5. Sign official documents requiring City seal.
6. Train staff to prepare, distribute and scan City Council packets.
7. Serve as City Elections Officer and administer City elections. Prepare voter's pamphlet, petitions from candidates, and the oath of office for newly elected officials.
8. Oversee the City's room reservation system and provide training to staff.

9. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
10. Represent the Mayor's Office and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. 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.
15. Follow standards as outlined in the employee handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **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 human resources management practices.
- ◆ 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.
- ◆ Working knowledge 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.
- ◆ Advanced ability to communicate effectively both verbally 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, spreadsheet programs or other application software as required for position.
- ◆ Advanced ability to use general office equipment

### **Minimum Qualifications Required for Entry**

Associate's degree in Office Management or associated field, and 5 years progressively responsible experience coordinating City Council meetings and election processes, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ 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.
- ◆ Certification as a municipal clerk.

### **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: City Recorder

Revised: 1/98

New class specification title 1/98: City Recorder

Revised: 11/04

Revised: 1/1/09

Revised: March, 12, 2010

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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