IVINS CITY JOB DESCRIPTION

CITY RECORDER

DEPARTMENT:	ADMINISTRATIVE SERVICES	FLSA: EXEMPT
DIVISION:		REVISED: 5/2015

GENERAL PURPOSE:

Performs record keeping duties, financial duties, and a variety of general administrative duties related to organizing and performing city-wide document management, general administrative reporting, and related functions established by state statute or local ordinance.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Finance and under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Exercises limited supervision over those appointed as Deputy City Recorders; otherwise – none.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Record Keeping Duties:

1. Attend meetings of the City Council, keep the record of its proceedings, and perform such other duties of a like nature as may be required by the City Council.
2. Be responsible for the recording, filing, indexing, making available for public inspection and safekeeping of all proceedings of the City Council and other records of the City.
3. Record in full, uniformly and permanently, all ordinances and authenticate the same. The City Recorder shall record, in a book used exclusively for that purpose, all ordinances passed by the City Council. The City Recorder shall give each ordinance a number, if the City Council has not already done so. Immediately following the adoption of each ordinance, or codification of ordinances, the City Recorder shall make or cause to be made a certificate stating the date of passage and of the date of publication or posting, as required.
4. Post or publish all legal notices, ordinances and resolutions as required by law.
5. Supervise all City elections in accordance with applicable laws and ordinances; keep and maintain all elections records and have custody of all property used in connection therewith, according to law.
6. Countersign all contracts made on behalf of the City and maintain a properly indexed record of all such contracts.
7. Notify the appointing authority of the impending expiration of the term of office of a member of any board or commission, said notice to be given at least thirty (30) days before such expiration.
8. Attest and/or notarize signatures of authorized City officials; notarize signatures for members of the public as available.
9. Be the custodian of the official seal of the City.

10. Act as the City records officer to oversee and coordinate records access and management and City archives activities as required by local, state and federal law.

Financial Duties, if not delegated to a Director of Finance:

1. As the ex officio City auditor, perform the duties of that office; mentors Accounts Payable Specialist regarding accuracy of check runs and for internal auditing purposes.
2. Maintain the general books for each fund of the City and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.
3. Keep accounts with all receiving and disbursing officers of the City, preaudit all claims and demands against the City before they are allowed, and prepare the necessary checks in payment.
4. In the event the City is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, draw and sign a warrant upon the City Treasurer for payment of the claim.
5. Countersign all checks made on behalf of the City.
6. The City Recorder or other delegated person shall prepare and present to the City Council monthly summary financial reports and quarterly detail financial reports, prepared in the manner prescribed in the Uniform Accounting Manual for Utah Cities.
7. Within 180 days after the close of each fiscal period, the City Recorder or other delegated person shall present to the City Council an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities. This requirement may be satisfied by presentation of the audit report furnished by the City's independent auditor, if the financial statements included are appropriately prepared and reviewed with the City Council.
8. The City Council, by resolution or ordinance, may create a director of finance position to perform the financial duties and responsibilities of the City Recorder provided, however, the director of finance does not assume any duties of the City Treasurer.

General Administrative Duties:

1. Perform general secretarial duties, including the preparation of correspondence, memoranda and reports.
2. Prepare various documents, review content for accuracy and completeness, and make grammatical and technical changes to content, as needed.
3. Review work done by others to check for correct spelling/grammar and recommend revisions.
4. Operate office equipment, such as computer, projector, photocopier, fax machine, shredder and telephone system.
5. Attend meetings, as assigned, and take notes.
6. Conduct research and gather data on assigned issues; prepare summary reports of same.
7. Receive incoming phone calls, answer questions, take messages, provide factual information, and refer calls to appropriate individuals.
8. Provide customer service in a friendly manner and provide public with information related to various City services, fees, hours, etc.
9. Set up and maintain paper and electronic filing systems for records, correspondence, and other materials; keep the office organized and file documents in a timely manner.
10. Such other duties assigned by the Administrative Services Director or the City Manager.

QUALIFICATIONS:

Education and Experience:

1. Must have at least a high school diploma or equivalent.
2. Prior work experience as a City Recorder / Municipal Clerk or in a position that required the preparation of meeting minutes from a recording preferred.
3. Have or be willing to obtain and maintain, CMC certification.
4. Have or be willing to obtain and maintain Notary Public certification.
5. Five (5) years previous experience in secretarial or administrative/executive assistant related work.
6. Certification as a Paralegal or Associates/Bachelor's degree in English, Business or Public Administration related field preferred.

Knowledge:

1. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
2. Clerical – Knowledge of administrative and clerical procedures and systems, such as word processing, managing files and records, and other modern office procedures and terminology.
3. GRAMA – Working knowledge of governmental records management and classifications.
4. Elections – Knowledge of applicable election procedures and laws.
5. GAAP – Working knowledge of generally accepted accounting principles and municipal fiscal procedures. (If financial duties not delegated to a Director of Finance)
6. Computers/Office Machines – Knowledge of proper use of computers and office machines.
7. Computer Software – Knowledge of, and proficiency in using, Microsoft Word, Microsoft Excel and various types of accounting software; knowledge of, and proficiency in using, Microsoft Powerpoint also helpful.
8. Math – Knowledge of basic math.

Skills:

1. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
2. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
3. Time Management – Managing one's own time and the time of others.
4. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
5. Typing – Must type at least 55 words per minute.
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Judgment & Decision Making – Considering the advantages and disadvantages of potential actions to choose the most appropriate one.
9. Organization - Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Speech Recognition – The ability to identify and understand the speech of another person.
4. Speech Clarity – The ability to speak clearly so others can understand you.
5. Written Expression – The ability to communicate information and ideas in writing so others will understand.
6. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
7. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Near Vision – The ability to see details at close range (within a few feet of the observer).
10. Wrist-Finger Dexterity – The ability to make fast, simple, repeated movements of the fingers, hands and wrists.

WORKING CONDITIONS:

1. Office environment, light physical effort which may include sitting or standing for extended periods while operating assigned equipment.
2. Infrequent lifting of light weights up to 15 pounds.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.