

## **POSITION DESCRIPTION**

### **Deputy City Recorder/Executive Assistant**

<b>Department:</b>	City Recorder	<b>Job Code:</b>	107-001
<b>Division:</b>	Administration	<b>Grade:</b>	12
<b>Location:</b>	City Hall	<b>Date:</b>	November 2, 2020

#### **GENERAL PURPOSE:**

Performs a variety of complex professional administrative and analytical work, in various areas of local government. The position requires experience in records and documents management, human resource management, volunteer coordination, staffing volunteer boards and commissions, minutes taking and being a positive team member in a professional capacity. This position also serves as the custodian of all city records and acts as the City Managers Assistant. The ideal candidate is bright and ambitious, and has strong project management skills. Strong communication skills required.

#### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the City Manager.

#### **SUPERVISION EXERCISED:**

Exercises supervision over administrative and program volunteers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### ***Deputy City Recorder***

1. Custodian of official City records and public documents, including City retention schedule and City vehicle titles and registrations; certification and recording on legal documents and other records requiring certification; satisfactions of Liens, etc.
2. Designated Clerk of Council. Attends all Council and Urban Renewal Agency meetings to record, type, and permanently file minutes. Compiles and distributes Council agenda/packets. Writes Council letters, drafts Resolutions and Ordinances as necessary. Tracks dates of meetings and media notification.

### ***Executive Assistant***

1. Coordinates and performs, as needed, typing, distribution, vault filing and filing of all correspondence, reports, and other information for the City Manager.
2. Research and completes special projects and other duties as assigned by the City Manager.
3. Performs other administrative and executive assistance responsibilities as required including making reservations and travel arrangements for meetings, seminars, and conventions for City Manager and Council.
4. Coordinates public information program including posting on City social media sites, website, city email, newsletters, media contacts, requests for public information.
5. Awards and Certificates.
6. Tracks and assists others in tracking of City contracts. (Signing and filing)
7. Receives all public requests for information, citizen's concerns, event and parade permits. Files and routes to the appropriate department for resolution.

### ***Human Resources***

1. Performs Human Resource functions including maintaining all personnel files and FMLA/OFMLA claims.
2. City representative for workers compensation claims management.
3. Manages City job descriptions and proposes updates.
4. Oversees the employee benefit assistance program including putting together employee new employee orientations and assisting with completing and submitting documents.

### ***Volunteer Programs***

1. Coordinates the City's Volunteer Program and recognition. Tracks hours of volunteers. Assign and review work of administrative volunteers.
2. Coordinates operation of the Senior Citizen's Center and provides staff assistance to the Lower Umpqua Community Center, Inc., including the writing of grants and the obtaining of bids for the purchasing, installation, and maintenance of equipment.

3. Staff liaison to Lower Umpqua Community Center Board, City of Reedsport Budget Committee and Reedsport Main Street Program. Attends all meetings to record, track dates of meetings and media notifications.
4. Tracks all Board and Committee appointments. Advertises vacancies, notifies of expiration dates, and places on agenda for appointment.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Minimum of two years of college with major course work in public administration, English, business, organizational behavior, social sciences, other related fields. Bachelor's degree preferred.

**EXPERIENCE:** Minimum three years' experience in public sector environment.

**KNOWLEDGE OF:** Standard office practices and procedures; and personnel management principles and practices.

**SKILLS:** Operation of tools listed; verbal and written communication skills; advanced computer skills including spreadsheets, website, and word processing software.

**ABILITIES:** Perform detailed work involving written and verbal communication; works independently; deals tactfully with staff and the general public; interprets financial and legal data; and adept at multi-tasking.

**SPECIAL REQUIREMENTS:**

1. Valid driver's license and evidence of insurability.
2. Drug Screen, finger printing, and background check required.
3. Must obtain Oregon Notary certification within six (6) months of hire.

**TOOLS AND EQUIPMENT USED:**

1. Office Machines: Personal Computer, calculator, phone, fax machine, copy machine, etc.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodation may be made to enable individuals with disabilities to perform the essential functions.

Manual dexterity and coordination are required for the majority of the daily work period which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to move materials, 5 lbs. or less daily and 5-25 lbs. occasionally. This position requires both verbal and written communication abilities.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

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.

**ACKNOWLEDGEMENTS:**

Acknowledged: \_\_\_\_\_  
Applicant / Incumbent

Approval: \_\_\_\_\_  
Appointing Authority

**Effective Date:** \_\_\_\_\_ **Revised:** November 2, 2020