



## **JOB DESCRIPTION**

## **CITY OF MOLALLA**

**Job Title: City Recorder**

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FLSA Status:	Exempt
Department:	Administration
Union Representation:	Non-represented

### **Class Summary**

Performs administrative and technical duties to assist and support the City Manager and the City Council. Functions as City Recorder with responsibility for elections, City Charter, records management and processing city documents. Represents the city at City Council and other various meetings. Acts as liaison to coordinate and facilitate communications and meetings involving the city and other governmental agencies. Responsible for Molalla Municipal Court oversight as the Court Administrator and manages court staff.

This professional level position performs administrative, research and other activities related to central city administration. The position operates under general supervision of the City Manager. The incumbent applies knowledge of state laws, city ordinances, resolutions, policies and procedures in order to accomplish goals dealing with the City Council, all levels of city staff, other governmental agencies, the professional community and general public. Resolve complaints as needed with well-developed communication skills and diplomacy. Highly complex, unprecedented and confidential work items which may be referred to City Manager or City Attorney for determination of final action.

Confidentiality is critical in this position and should be adhered to. The essential functions include, but are not limited to the following duties, which are listed in no particular order of importance.

### **Duties and Responsibilities**

1. Minute archival of all proceedings of the Council.
2. Oversees records management of documents original in nature such as contracts, MOU's, service agreements or items that need to be retained for permanent retention.
3. Prepares certified legal copies when required as the Notary for the city.
4. Handles all procedures and aspects of city elections.

5. Researches, prepares and composes letters, reports, notifications, documents, memos and other material of important and confidential nature as assigned.
6. Deals directly with staff and employees for problem resolution as needed including Risk Management and Human Resources.
7. Assists with preparation of City Council meeting agendas and communication packages as needed in support of the City Manager, Mayor and City Councilors.
8. Attends City Council meetings. Participates in other meetings, committees, and community events (such as Open House events) as a representative for the City or in place of the City Manager if needed. Assists with Council trainings as needed and provides support for goal setting sessions.
9. Public Records Notification and compliance with Oregon State Meeting Laws.
10. Processes public records requests in accordance with Oregon Public Records Laws.
11. Performs other duties as required within reasonable range of current duties.

### **Qualifications**

- Knowledge of city charter, policies, ordinances, resolutions, procedures and practices; including state regulations, public processes and those unique to the City of Molalla.
- Ability to exercise discretion in communications with the Mayor, City Council, City Manager, City Staff, committees, citizens, and others inside and outside the organization when dealing with conflict situations. Tact and diplomacy are essential skills to this position.
- Ability to initiate and conduct technical research, prepare reports and compose correspondence.
- Must have knowledge of office management practices and machinery with good written and verbal communication skills.

### **Education and Experience**

High School diploma or a GED equivalent and a 2-year college degree (accredited college or university) in business, public or office administration.

Five or more years of professional related experience as an assistant to a Board of Directors, CEO, City Management, or senior level staff member(s) is acceptable. Major difference alternatively, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities is acceptable.

### **Working Conditions**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Approved as to form;

  
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City Manager, Dan Huff

1-25-18  
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Date