



## City of Lake Oswego, Oregon

### Job Description

#### CITY RECORDER

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 570**

**Job Code: 5043**

#### Summary

Under the general supervision of the City Manager, the City Recorder is responsible for coordinating City Council meetings and agendas, and ensuring compliance with laws governing public meetings, records and elections.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Serves as Clerk of the Council, attends Council and Redevelopment Agency meetings; records proceedings; assembles public records; drafts or edits minutes that are submitted for Council approval; assures distribution of signed ordinances, resolutions, minutes and other documents approved by Council.
2. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
3. Ensures that arrangements are made for all City Council and Redevelopment Agency meetings; schedules and makes necessary legal notification of all special meetings, executive sessions and public hearings.
4. Prepares City Council and Redevelopment Agency agenda packets in coordination with department heads, City Manager and Mayor, advises departments regarding preparation of Council packet documentation; reviews completed agenda reports and oversees distribution to Council.
5. Serves as Election Officer for the City; handles all aspects of City elections including certifying signatures on petitions, preparing and distributing official notifications, providing information to candidates and campaign committees and ensuring compliance with all county and state rules, regulations and requirements.
6. Oversees records management, assigns numbers for and maintains indexes on Ordinances, Resolutions, Findings, and other documents approved by Council, reviews all original contracts to ensure completeness, prepares certified legal copies when necessary. Advises departments on retention requirements.
7. Serves as Oregon Notary Public and as designee to receive legal process service, signs official city documents, including ordinances, orders, resolutions, contracts and other documents as necessary,

and maintains custody of City Seal, administers oaths to Council, Charter Officers, and other officials upon request.

8. Provides City staff and the public with general information about the City Charter, Ordinances, Resolutions and City Council activities, responds to public inquiries and complaints. Provides public records to citizens, civic organizations, news media, and other public agencies in compliance with Oregon Public Records Law.
9. Prepares official record for land use actions appealed to the Land Use Board of Appeals.
10. May provide executive level support to the City Manager and other key personnel in the City Manager's Office. This includes but is not limited to calendar management, purchase card reconciliation and other administrative tasks and duties.
11. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- Local, state and federal laws pertaining to land use, public records, elections, ethics, and record management/retention techniques.
- Presentation techniques.
- Conflict resolution techniques.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- File notices for public hearings and open meetings.
- Manage record systems.
- Interpret local, state and federal laws and regulations.
- Publicize events and public hearings.
- Make presentations to large groups.
- Resolve conflicts.
- Promote positive public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Communications, Public Administration or Business Administration and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

## Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

---

**Department Director**

**Date**

---

**Human Resources Director**

**Date**

---

**Employee**

**Date**

*This 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.*