

**JOB TITLE:** City Recorder  
**DATE:** Approved:  
**FLSA Status:** Nonexempt

**DEPARTMENT:** City Manager's Office

**PURPOSE OF POSITION:** Perform a wide variety of professional and administrative duties to assist the City Manager in conducting the affairs of the City.

**ESSENTIAL JOB FUNCTIONS:**

Essential duties of the City Recorder include but are not limited to the following:

- Perform duties as the Clerk of the City Council, Budget Committee and Urban Renewal Agency Board, including coordinating, preparing, and distributing the agendas, legal requirements, and records of the proceedings, tracking pending items.
- Process actions and signing all official City documents and updating Municipal Code.
- Advise departments for compliance with requirements of the open meetings law;
- Act as liaison to the Mayor and Council, responding to questions from the press related to Council action;
- Coordinate annual filings of the Statement of Economic Interest for the Mayor, City Council and other appointed officials;
- Provide administrative support to the City Manager, Mayor and City Council;
- Schedule appointments, compose and type correspondence, reports, policies, etc;
- Post information to the City website in a timely manner;
- Draft correspondence, ordinances, resolutions, agreements, etc.;
- Ensure public records of City are maintained for permanency as required by State and Federal archival laws.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Prepare and/or process and record necessary legal documents with County recording section.
- Act as elections officer performing various duties within guidelines of established State and County election laws.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas
- Prepare and coordinate publishing monthly newsletter with the utility statements.

- Assist with the administration and filing of land use planning applications.
- Establish effective working relationships with coworkers, City Council, news media, and general public.
- Assist City Manager with the recruitment and selection process preparing announcements and scheduling interviews.
- Follow all safety rules and procedures for work areas.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of City Recorder procedures, applicable State and local laws, records management, and election laws. Knowledge of a variety of office procedures and practices, use of standard office equipment, word processing and spreadsheet software, etc. Completion of a associates degree in public administration, business or related field and two years work experience in a responsible administrative position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Must acquire designation as a Notary Public within six months of appointment.

**DESIRABLE REQUIREMENTS:** Status as a Certified Municipal Clerk.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the incumbent is frequently required to communicate verbally, reach and manipulate objects and physically move within the office environment. Incumbents typically spend more than 50% of the work period operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Certain work assignments may include evening meetings.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.