

**ORGANIZATION:** City of North Plains      **Date:** 9/30/16  
**DEPARTMENT:** City Manager      **Application Deadline:** First Review  
**JOB TITLE:** City Recorder      10/14/16 (open until filled)  
**POSITION TYPE:** Full Time  
**SALARY RANGE:** \$40,889 - \$49,701

**ABOUT THE CITY:** The City of North Plains is a small city, population 2,500, just off Highway 26 north of Hillsboro. It is surrounded by beautiful farmland and yet not far from neighboring cities. The City's total budget for 2016-2017 is \$10,948,933 with a General Fund budget of \$2,149,513.

**JOB DESCRIPTION:** 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, Urban Renewal Agency Board, Parks Board and Planning Commission including coordinating, preparing, and distributing the agendas and drafting minutes of the proceedings.
- Draft correspondence, ordinances, resolutions, staff reports, etc.
- Process actions including signing all official City documents and updating Municipal Code.
- Advise departments for compliance with requirements of the open meetings law.
- 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.
- Post information to the City website in a timely manner.
- 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.
- Attend meetings, conferences, workshops, and training sessions and review publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned 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 an 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.

**BENEFITS:** The City offers comprehensive health coverage, and pays the full premium for employee-only enrollment in the plans available. For employees who enroll family members the City will pay 70% of the premium for medical, and the cost of the employee-only plan for dental. Long Term Disability, Accidental Death and Dismemberment and \$50k Life Insurance are paid for by the City. Paid time off includes vacation, holidays and sick leave.

**TO APPLY:** Please submit a cover letter and resume to [hr@northplains.org](mailto:hr@northplains.org).