

**CITY OF MERRILL
CITY RECORDER
POSITION DESCRIPTION**

PURPOSE OF POSITION:

Under the general supervision of the City Council and the Mayor, the City Recorder is a bondable, confidential employee responsible for a broad range of administrative, accounting and support services. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The employee must occasionally consider different courses of action, or deviate from standard operating procedures, in order to complete tasks, organize official proceedings and processes and maintain record management and retention systems.

SUPERVISION RECEIVED:

Works under the Mayor and City Council.

SUPERVISION EXERCISED:

Exercises general supervision over Administrative support staff.

JOB CHARACTERISTICS:

EXAMPLES OF PRINCIPLES DUTIES:

Council support:

- Prepares the agenda for City Council meetings, keeps minutes and maintains records of the proceeding of such meetings.
- Oversees the proper classifications, filing, retrieval, storage, destruction and archiving of all City records as required by law; keeps a record of official proceedings of the City as required by law.
- Prepares resolutions and ordinances for consideration by City Council.
- Prepares a financial report for monthly City Council meetings which includes: Income & Revenue, bank balances/bank transactions and the Payroll check register.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides support assistance to the Mayor and City Council; prepares and presents staff reports and other necessary correspondence.

Budget:

- Shall prepare the annual budget for the Recorder's office, recommends staffing, equipment purchases and material & supplies and monitors the approved budget.
- In conjunction with Department Heads, shall prepare the annual budget for all funds, including estimates and recommendations.

- Prepare expense to budget worksheets for distribution to Department Heads.
- Monitors the approved budget to actual expenses.

Human Resources:

- Supervises the work of the City Clerk and prepares performance evaluations.
- Makes recommendations regarding the hiring and termination of subordinate employees.
- Forwards personnel file documents to the City Attorney for personnel file retention.
- Is responsible for maintaining all types of insurance coverage such as health, property liability, workers compensation, surety bonds, life, etc.

Custodian of Accounts and Financial Steward of City Funds:

- Provides coverage of the front customer window. Receives payments of fees, public payments in the form of cash or check and issues receipts for cash according to existing procedures.
- Is responsible for accounting and financial records of all moneys, including reconciling bank statements and invoices, tracking accounts receivable and payable, and overseeing the accounts payable and payroll processes.
- Authorized to make bank transfers as approved by Council.
- Oversees the City business license transactions, including assessment and collection of fees.
- Maintains accounting software upgrades and proper account structure. Insure integrity of the General Ledger. Enter Journal Entries and reconcile specified accounts.
- Disburses City funds upon approval of invoices and check requests.
- Accumulates, calculates, posts, balances, and reconciles data for specific accounts payable and payroll, verifies against registers; identifies, traces and otherwise resolves discrepancies in accordance with established procedures.
- Prepares periodic financial, statistical or operational reports as assigned.
- Keep Asset list current for depreciation calculations, for insurance liability coverage and for auditors detail for financial statement preparation.

Audit Assistance:

- Audit preparation duties include: compiling the Audit Pack binder, converting USTI software reports to an EXCEL Trial Balance spreadsheet, Accounts payable accruals, account receivable schedules, and other ad hoc reports as requested.

Purchasing and Accounts Payable:

- Serves as the purchasing agent for the City in accordance with applicable federal, state and local law.
- Oversees City procurement transactions, with fair and open competition under varying market conditions, in order to satisfy public needs for supplies, services and construction at the most economical prices through competitive bidding and public notice.
- Match purchase orders and invoices for payment.
- Assign account codes to payables prior to payment and entering into software program.

Contracts and Agreements:

- Monitors the proper execution of all City contracts and agreements to ensure approval by all necessary City personnel, officials, City Attorney and Insurance agent.

Elections:

- Assists with elections as per the direction of Klamath County Clerk and the election code.

Office Oversight:

- Develops, plans and implements departmental goals and objectives; recommends and administers policies and procedures.
- Evaluates the operations and activities of the City Recorder's Office; recommends improvements and modifications; prepares various reports on operations and activities.

Payroll:

- Maintains data on all employees including total hours, changes in name or address, salary changes, exemptions and insurance; maintains accrual records.
- Prepares semi-monthly timecards and records benefit time on a spreadsheet. Reviews and approves all payrolls prior to processing by the City Clerk. Answers employee questions regarding payroll.
- Calculates and pays state taxes, federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll.
- Prepares employee benefit payments, maintains related data, and prepares related reports.
- Prepares monthly, quarterly and annual payroll taxes for both federal and state; meet stringent filing deadline requirements.

Planning:

- Oversee and provide leadership and guidance over land use and permits by assisting with building, zoning and planning needs; by attending Planning Commission meetings and by participating in conference calls as requested.
- Assist prospective buyers exercise their due diligence in their comprehensive investigation of business and/or commercial potential.

Code Enforcement:

- Together with the Marshall and Code Enforcement Officer, provides direction to the City Clerk in the accomplishment of the duties of Code Enforcement functions.

Other Duties:

- Monitors City Ordinances, Resolutions, policies and procedures and fee schedules and makes appropriate recommendations to the City Council.
- Research City files, documents, archives and other materials to provide information to the general public and City Departments.

Other duties as assigned by the Council.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- (A) A Bachelor's degree is desirable, preferably with a major relevance to municipal management, Business/Accounting concentration or experience commensurate with the aforementioned qualifications, or
- (B) Experience with municipal finance, budget procedures, Accounting, Human Relations, or
- (C) Four (4) years of increasingly responsible related experience, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions. Ability to meet deadlines.
- (D) Working knowledge of payroll processing, payroll taxes, payroll quarterly returns and end of year tax forms.
- (E) Understanding of accounting systems including General Ledger and journal entries.

SPECIAL REQUIREMENTS:

- Must possess a current Oregon Driver's License with driving record acceptable to the City and the City's insurance carrier.
- Satisfactory Driving Record.
- Must be able to pass security and background evaluations

TOOLS AND EQUIPMENT USED:

Personal computer, 10-key calculator, multi-line phone system, fax/scanner/copy machine and office postage machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time in front of a computer and may require a full day of computer keyboarding. The employee is frequently required to talk, hear, drive to retrieve mail or do banking and is occasionally required to walk. This position may require the Recorder to work in the field and community with the possibility of unknown hazards and emergency situations.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment can be quite noisy at times when visitors are present having multiple conversations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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.

Approval: _____
Supervisor Signature

Approval: _____
Employee Signature

Date: _____
Supervisor

Date: _____
Employee

Adopted: Resolution # 2016-746
Date: March 8, 2016

Revision History: Resolution # 2016-736
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