

Job title	<i>City Recorder</i>	Grade Number	14
Reports to	<i>The Mayor, with responsibility to the City Council</i>	FLSA Classification	<i>Salaried, Non-Exempt</i>
Department	<i>Administration</i>	Effective Date	04/13/2022

Job purpose

Functions as City Recorder and performs a variety of administrative, clerical, and other duties relating to maintaining and filing of all city documents. Serves as the City's records manager, elections officer, and provides administrative support to multiple Price City departments and the Mayor and City Council.

Duties and responsibilities

Responsible for and manages the proper classification, filing, retrieval, storage, destruction, and archiving of all City records as required by law; keeps a record of the official proceedings of the City as required by law; attests and fixes a seal upon all legal documents of the City.

Composes letters, memos, and other communications of general, personal, or confidential nature as required; serves as liaison for department heads, Council, Mayor, and the public.

Prepares and appropriately distributes the City Council agenda and reports prior to council meetings; attends all council meetings and other meetings as assigned; keeps a record of the proceedings of the governing body. Ensures all applicable city departments and media are notified of ordinance amendments when adopted.

Prepares and appropriately distributes the Planning and Zoning Commission agenda prior to commission meetings; attends all commission meetings as assigned; keeps a record of the proceedings of the governing body. Prepares and appropriately distributes the Board of Adjustments agenda prior to board meetings; attends all board meetings as assigned; keeps a record of the proceedings of the governing body. Prepares and distributes legal notices for all meetings listed above.

Monitors the proper execution of all city contracts, agreements, resolutions, and ordinances to ensure approval by all necessary city departments.

As the elections officer, responsible to coordinate and manages municipal election activities and assures legality of election procedures and results. Certifies results of city elections. Administers Oath of Office.

As the city records manager, manages and directs the proper classification, archiving, imaging, storage, distribution, and destruction of city documents and records according to Government Records and Access Management Act (GRAMA) and other requirements. Maintains records of tenure; distributes updates and revisions to assignments on city council, boards, commissions, and committees. Obtains and maintains membership in appropriate professional organizations that are involved in records management. Provides for records management training to departments and individuals.

Maintains Price Municipal Code Book. Maintains administration of the City seal. Maintains all records relating to deeds and easements, oil and mineral leases, bonds, and property sales. Receives and processes all requests for outside water connections and maintains records of communications. Conducts and organizes bid openings for the City as requested by elected officials or staff. Responds to or directs inquiries regarding city policy and ordinances/resolutions to appropriate officials or staff. Responsible to ensure proper, accurate, and lawful public meeting publication and notice requirements are met.

Assists in the composition and manages scheduling of legal notices.

Works in the capacity of an executive assistant to the Mayor and City Council and assigned department heads.

Assists with and provides administrative support to the Planning and Zoning program for Price City including preparation of meetings, minutes and decision making for the administrative processing of permits under the direction of the Community Director.

Performs other duties as assigned, and completes and manages special projects.

Qualifications

Education and Experience:

- A. Associate Degree in business or related field
- AND
- B. Three (3) to five (5) years' experience in municipal government or related experience;
- OR
- C. An equivalent combination of education and experience.
- OR
- D. Certification through the Utah Municipal Clerks Association.

Knowledge, Skills, and Abilities:

- Thorough knowledge record keeping principles, practices, and procedures
- Computer literacy, including working knowledge of word processing, presentation, and spreadsheet programs.
- Working knowledge of English composition, spelling, grammar, punctuation, etc.
- Ability to read and interpret a variety of documents including legal documents, state and city codes, and manuals or refer such documents to others.
- Ability to speak effectively before groups of people.
- Excellent communication and interpersonal skills as well as telephone etiquette.
- Considerable skill in resolving disputes and complaints from the public.
- Ability to make decisions and policy recommendations where established procedures do not apply.
- Must be willing to work variable hours to accomplish duties.
- Must be able to learn and apply knowledge of municipal record keeping principles, practices, and procedures.
- Municipal and department operations including laws and regulations, and state laws as they apply to city operation, including the Utah State Code.
- Ability and willingness to attend training and obtain appropriate certifications.

Special Qualifications

- Must be bondable.
- Must be able to type at a rate of 60 words per minute.
- Function as a Notary Public.

Physical requirements and demands

- While performing the duties of this job, the employee is frequently required to move about, position self upon, and ascend/descend over and/or upon varying terrain, surfaces, and physical structures. The employee is also required to remain in a stationary position for extended periods.
 - The employee is required to activate controls, and operate office productivity machinery such as computer, calculator, copy machine, and printer.
 - The employee must be able to move equipment and supplies weighing up to 25 pounds.
 - The employee must be able to inspect documents and other materials, and effectively exchange accurate information with others.
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.