



City of Klamath Falls

Position Description

Position: City Recorder	Group: Non-represented
Department: City Administration/Legislative	FLSA: Exempt
Evaluated by: City Attorney	Salary Grade: 121

Summary

The City Recorder is considered a Professional Technical Position. The City Recorder is the Clerk of the City and is responsible for all City records management including permanent records and departmental retention processes as required by state statute. The City Recorder performs a variety of administrative duties and provides executive support for the Mayor and City Council. This position is responsible for all City Council Meetings and the statutory processes required for public meetings, agendas, and public noticing. The City Recorder is the City’s Elections Officer and handles all statutory processes related to City elected positions. This position assists other administrative and department staff as needed. This is a non-supervisory position.

Distinguishing Career Features

The City Recorder position combines statutory responsibility for records, official documents, council/meeting sessions and minutes, and elections with advanced administrative support to the City Manager and City Attorney. This position may assist and guide City Management/Directors, the Mayor and City Council on general or technical statutory requirements relative to this position. The City Recorder organizes official proceedings, processes, and develops and maintains complex record management and retention systems.

Essential Duties and Responsibilities

- Facilitates City Council meetings as Clerk of the Mayor and City Council which includes recording actions of the Mayor and City Council; maintains all official records of the Governing Body; guides the Governing Body on parliamentary procedures; coordinates announcements of the Governing Body and handles vacancies, facilitating the replacement process.
- Establishes and enforces records management standards and records retention schedules for all records in all departments within the City.
- Attends City Budget Committee meetings as Clerk of the Budget Committee and records actions of the Budget Committee; maintains official records of the Budget Committee. Prepares and monitors budgets for the Legislative division.
- Provides technical guidance to department Managers and Directors regarding the preparation of reports required for presentation to Council at Public Meetings. Reviews completed departmental agenda reports for technical components and accuracy. Oversees electronic distribution and posting of Council meeting agendas to all required parties.
- Prepares and maintains all official records of Elected Body proceedings and manages the City’s Document Management System (DMS) database for research of Elected Body actions.

- Maintains the City Administrative and Council Policy SharePoint database.
- Maintains the City Code and codification of City ordinances into the Klamath Falls Municipal Code.
- Ensures that annexation and vacation processes are completed for the City per County and State guidelines.
- Administers all City Elections in accordance with the City Charter and State Elections Regulations.
- Provides guidance to candidates and political committees on election procedures including financial reporting and ethics requirements.
- Coordinates the legal public Bid and Request for Proposal (RFP) processes: conducts bid opening procedures, may assist staff to draft and publish notifications; conducts technical follow-up.
- Acts as the Contracts Administrator to meet State and audit requirements.
- Administers all required follow-up actions from City Council Meetings including but not limited to: Contracts, Grants, Leases, Deeds, Easement, Encroachment, Annexations, Vacations.
- Responds to all City Public Records requests excluding Public Records requests submitted to the Klamath Falls Police Department.
- Jurisdictional liaison with the State of Oregon and is responsible for compliance reports/filings with the Oregon Governmental Ethics Commission regarding applicable boards, committees, and commissions.
- Legislative liaison who manages Elected Officials' required trainings and Charter requirements.
- Other job functions may include providing technical assistance to management staff throughout the City and providing legally required information to the public.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a working knowledge of the principles and practices of public administration for elected City Council operations, organization, and work processes. Requires specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction. Requires in-depth knowledge of laws, regulations, and codes applicable to the City Recorder's areas of responsibility. Requires an advanced knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relations skill to work cooperatively with diverse teams, assign work to others inside and outside the department, speak to diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to plan, sequence, and integrate the functions and processes supporting City Council proceedings including virtual and telephonic capabilities. Requires the ability to maintain the City Code. Requires the ability to understand, interpret, explain and apply laws, codes, and regulations applicable to the City Recorder responsibilities. Requires the ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public. Requires the ability to edit and update internet web pages for the Commission. Requires the ability to prepare spreadsheets, graphs, and charts. Requires the ability to enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires the ability to develop and maintain productive work relationships with elected and appointed City officials.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions. Requires sufficient hand-eye-arm and fingering coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.

- **Education and Experience**

Associate's degree in public administration, business, and three years of progressive administrative support or records management experience. A Bachelor's Degree is preferred and may substitute for work experience. Additional relevant experience and archivist or records management certification may substitute for some higher education.

- **Licenses and Certificates**

Requires a Notary Public for the State of Oregon and valid Oregon driver license or the ability to obtain within three months of hire date.
Municipal Clerk Certificates (CMC or MMC *preferred*).
Will consider licenses and certificates relative to the position.

- **Working Conditions**

Work is performed indoors in an office environment with minimal exposure to health and safety risks. The duties of this position are performed in a well-lighted, temperature-controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.