

CITY OF DAYTON

City Recorder/Finance Officer

Job Title: City Recorder
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Exempt
Date Developed: July 14, 2006
Date Revised: November 21, 2018

HOURLY RATE: 22.79 to 26.38/hour; depending upon qualifications

HOURS OF WORK: 40 hours per week; occasional evening meetings; this is an overtime exempt position

GENERAL STATEMENT OF DUTIES: Performs a variety of supervisory, administrative, accounting and other skilled and technical work as the Recorder, Treasurer, Clerk of the City Council, Assistant to the Budget Officer, Records Custodian and Elections Officer for the City of Dayton. Performs a variety of accounting tasks involved in accounts payable, accounts receivable, and payroll.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

SUPERVISION EXERCISED: Exercises close supervision over assigned administrative staff positions including assigning and evaluating work of the employees. Typically 2-3 FTEs.

TYPICAL EXAMPLES OF WORK: Including, but not limited to, the following:

A) Clerk of the City Council:

- Assembles and finalizes City Council and assigned commission/committee meeting packets and agendas.
- Advertises meetings and arranges for publication of notices.
- Attends City Council and other commissions/committees as required.
- Maintains attendance records, takes notes and prepares meeting minutes.
- Prepares ordinances and resolutions at the direction of the City Manager.

B) Finance Officer:

- Custodian of the General Ledger, maintains all revenue and expenditures recorded to the General Ledger.
- Maintains accounts receivables, bank checking and savings accounts, and processes monthly bank reconciliation.
- Processes monthly budget reports.
- Assists the auditors by providing the required documentation for the completion of the annual audit.
- Processes monthly payroll and benefits.
- Ongoing cash management.
- Processes accounts payable.

C) Assistant Budget Officer:

- Responsible for the assembly of the yearly budget with all necessary documents.
- Attends all budget hearings and prepares written minutes.
- Prepares documents and publication for Tax Levies requiring a vote of the people.
- Assists the Budget Officer (City Manager) in preparing the yearly budget.
- Completes budgetary reports required by other government agencies.

D) Elections Officer:

- Prepares all measures for City Elections.
- Prepares and processes all documentation for City elective offices.
- Prepares and finalizes all resolutions and election certificates as appropriate.
- Monitors and tracks Council/committee term expiration dates, etc, and prepares required notices.

E) Records Custodian:

- Maintains all records of the City.
- Ensures proper maintenance, storage, and destruction of official City records and public documents.
- Records non-remonstrance agreements, annexations, legal documents and various City records.
- Prepares annexation documentation for State agencies and the County Assessor's Office.
- May serve as a notary public.

F) Other:

- Serve as a member of the City's Management Team by providing information, recommendations and support regarding administrative operations and assisting in decision making processes related to all facets of municipal government.
- Performs other complex administrative work as directed by the City Manager and as the City's needs dictate.
- May serve as acting or interim City Manager in the absence of the City Manager.
- Provides backup to the positions the City Recorder supervises.
- Order office supplies.
- Manage City Facilities (City Hall, City Hall Annex, and Community Center).

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The following knowledge, skills and abilities must be possessed or the individual must be able to quickly obtain the knowledge, skills and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

Knowledge of:

- Governmental accounting practices;
- Full cycle bookkeeping practices;
- Computers and electronic data processing, Microsoft Word and Excel;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation and composition;
- Public relations techniques and effective public service policies.

Abilities:

- Make decisions independently in accordance with established policy;
- Maintain confidentiality regarding organizational and department records and information;

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- Organize and plan own work schedule to meet often changing work flow demands in timely and efficient manner;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, and understanding;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies and contacts, elected officials, coworkers and the City Manager.
- Work under pressure and handle stressful situations tactfully, and to mentally handle verbal abuse from the public; and
- Comfortable with learning new software applications.

MANDATORY MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent;
- Previous experience in a municipal office environment in which individual was responsible for at least some of the elements of responsibilities associated with a City Recorder.
- Any equivalent combination of education and experience; and
- Valid Oregon Driver's License

DESIRABLE QUALIFICATIONS:

- Certified Municipal Clerk designation
- Bilingual – Spanish

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year
- PERS (employer paid)
- Employment physical, drug test, and criminal background check will be required.

Revised: November 21, 2018.