



# City of Dayton City Recorder/Finance Officer Profile

## City Government

The City of Dayton is a charter city with a council-manager form of government. The City Council consists of a mayor and six councilors who are nominated and elected from the city at large. The Mayor does vote with the City Council. The City Manager is the administrative head of the city government and is responsible for the proper administration of all city business. The City Recorder/Finance Officer reports to the City Manager and supervises the administrative staff including three full-time employees. The population of Dayton is 2,720 and the annual budget is around \$8 million.

## The Candidate

### Education and Experience

Graduation from high school or a GED is required. College level accounting courses are desired and a knowledge of accounting practices is required. Previous experience in an office setting similar to a municipal office-type environment in which the individual was responsible for some of the elements associated with the City Recorder position is also required.

Successful candidates will have a general overall knowledge of municipal operations as well as governmental accounting practices, bookkeeping practices, Microsoft Word and Excel, general office practices, and effective public service policies.



Dayton City Hall

## The Position

### 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.

### Clerk of the City Council

- Assembles and finalizes City Council meeting packets and agendas.
- Advertises meetings and arranges for publication of notices.
- Attends City Council meetings and maintains attendance records, takes notes and prepares meeting minutes.
- Prepares ordinances and resolutions at the direction of the City Manager.

### Records Custodian

- Maintains all records of the City and 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.

### Supervisory Responsibilities

The City Recorder has the following supervisory responsibilities:

- City Clerk, full-time, primarily responsible for Utility Billing, Building Permits and Municipal Court functions.
- Librarian, full-time, primarily responsible for Library functions and Planning.
- Community Development Assistant, full-time, primarily responsible for Code Enforcement and Community Center rentals. Also serves as backup to City Clerk and Librarian.



Surrounding vineyards

The City Recorder assists the City Manager in all facets of budget preparation. The City Recorder is also the Elections Officer for the City. The Recorder serves as a member of the City's Management Team along with the City Manager and Public Works Director, providing information, recommendations and support regarding administrative operations. Performs other complex administrative work as directed by the City Manager and as City needs dictate.

The full job description can be found on the City's website at [www.ci.dayton.or.us](http://www.ci.dayton.or.us).

## Compensation

The hiring range for this position is \$47,403 - \$54,870 dependent upon qualifications. The city participates in the State of Oregon Public Employees Retirement System. A full range of health insurance, vacation, sick leave and other usual benefits are provided. This position is overtime exempt.

## How to Apply

Persons interested in applying should submit a cover letter indicating their specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; and a list of three professional references. Send the cover letter, resume and references to Dayton City Hall, Attn: Rochelle Roaden, PO Box 339, Dayton, OR 97114 or e-mail to [rroaden@ci.dayton.or.us](mailto:rroaden@ci.dayton.or.us). The closing date is **Friday, December 21, 2018 at 5:00 p.m.**



Veterans Memorial

**Veteran's Preference** – The City of Dayton provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (attached) and the required documentation with his/her application material.

## Veteran's Preference Form

Under Oregon law, veterans who meet the minimum qualifications for a position may be eligible for employment preference. If you think you qualify, **please read this document carefully**. Check each box that applies to you. If you need further explanation or have special circumstances, call Nancy Boyer at 503-540-1601.

This completed form and the required documentation must be submitted at the time you submit your employment application. Information submitted on or with this form will be used solely to determine your veteran's preference.

### Part 1: Qualified Veteran

You may claim veteran's preference if you are able to check at least one of the following seven boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 (and Certification of Honorable Discharge if the DD-214 or 215 does not specifically indicate the type of discharge) or a letter from the United States Department of Veterans Affairs indicating you receive a nonservice-connected pension. "Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

#### ORS 408.225(1)(e)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

### Part 2: Qualified Disabled Veteran

You may claim additional veteran's preference if you can check any of the following three boxes and provide proof of eligibility by submitting a copy of your DD-214 or 215 (and Certificate of Honorable Discharge if the DD-214 or 215 does not specifically indicate the type of discharge) and a public employment preference letter from the United States Department of Veterans Affairs or other verifiable documentation certifying disabled veteran status.

#### ORS 408.225(1)(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

**I claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.**

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Print Name

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Position Applied For

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Signature

Date

*Preference will not be awarded without proper documentation. Late or incomplete submittals will not be considered. Qualified veterans receive 5 preference points and qualified disabled veterans receive 10 preference points, applied at each step of the application process that would result in a disqualification.*