



## **JOB DESCRIPTION**

Title: **CITY RECORDER**  
Department: Finance & Administration  
Class Code: 1200  
FLSA Status: Exempt  
Effective Date: July 1, 1982 (Rev. 12/2023)

### **GENERAL PURPOSE**

Under the broad supervision of the Director of Finance & Administration performs duties of the Recorder's Division including Records Management, Contract Administration and Municipal Elections. Provides highly responsible and complex administrative support to the Director of Finance & Administration under broad policy guidance and direction along with the Municipal Council, which will have equal and independent access for services with respect to legislative functions. Serves as assistant purchasing agent; serves as elections officer. Shares responsibility of customer service to coordinate assigned activities with other City departments and outside agencies to promote effective teamwork.

### **ESSENTIAL DUTIES**

- Supervises the work of records management staff; provides technical assistance on duties related to records management and passport services; oversees 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.
- Responsible for the proper transcription of assigned minutes and postings to the City and State websites.
- Performs official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials.
- Maintains accurate records of transactions relating to real property owned by the City, and records and preserves real property deeds and related abstracts of title and title insurance policies relating to those transactions.
- Serves as the purchasing agent for the City in accordance with applicable federal, state and local law.
- Oversees the City's passport program.
- 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; establishes and maintains a procurement library.
- Monitors the proper execution of all City contracts and agreements to ensure approval by all necessary City departments.

- Conducts and supervises all City elections as provided by law; renders all interpretations and makes initial decisions about controversies and other matters relating to the general provisions of the election code.
- Develops, plans and implements division goals and objectives; recommends and administers policies and procedures.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors a workflow; reviews and evaluates work product, methods and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Director of Finance & Administration and City Council; prepares and presents staff reports and other necessary correspondence.
- Prepares and implements the annual approved budget of the Recorder's Division; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements midyear adjustments.
- Participates in relevant boards, commissions and committees; maintains membership in professional groups.
- Selects division staff; provides or coordinates training; motivates and evaluates staff.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited college with a bachelor's degree in business management, public administration or any related field and five (5) years progressively responsible experience at least one (1) of which must have been in a supervisory capacity OR any equivalent combination of education and experience.

### Special Requirements

- Must be bondable.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of municipal organizations and department operations including applicable laws and regulations; working knowledge of federal, state and local laws as they apply to functions within the Recorder's Division.
- Skill in resolving disputes and complaints from the public.
- Ability to plan, organize, direct and supervise the work of subordinates. Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with the mayor, city council, department/division heads, employees, other governmental agencies, suppliers, customers and the general public.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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, walk and talk or hear, use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- 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 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.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_