

ORGANIZATION: City of Jefferson

DATE: September 2017

LOCATION: Jefferson, Oregon

DEPARTMENT: Administration

JOB TITLE: City Recorder/Treasurer

PURPOSE OF POSITION: Administer the day-to-day operations of the City; plan, organize, and direct the financial, accounting, and personnel systems; maintain all financial and official records of the City. With good performance and sufficient knowledge, experience, and education this position may advance to that of City Manager upon direction of the City Council.

ESSENTIAL JOB FUNCTIONS:

- Perform specialized administrative work involving the recording of City Council meetings, and custody of official City records. Process and sign official documents of the City. Research information at the request of the Council and prepare materials that will assist in the deliberations of the Council and facilitate decisions. Set up Council meeting area and attend meetings.
- Maintain financial accounting system consistent with accepted municipal accounting principles and practices to provide adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements; maintain ledgers for all funds; supervise accounts payable/receivable, receipt/disbursement of monies, investment of city funds and transfer of funds; prepare documents for annual and periodic audits.
- Prepare ordinances and resolutions, subject to City Attorney review, as instructed by the Council; administer provisions of all ordinances to the satisfaction of the Council.
- Keep Council advised of the affairs and needs of the City; present departmental issues and recommendations requiring policy directions to the City Council.
- Supervise and evaluate department personnel to effectively train, motivate, and promote a high degree of morale and efficiency; appoint, discipline, and remove City employees within your department except appointees of the Mayor and Council; act as facilitator, liaison, and coordinator to define employee policy, guidelines, and procedures for the City.
- Responsible for all recording, filing, and maintenance of City records, including deeds, easements, bonds, contracts, ordinances, resolutions, leases, and any other legal records or documents requested by the Mayor or Council; supervise terms of franchises, leases, contracts, permits and privileges granted by the City.
- Prepare and present annual consolidated City budget; provide budget data including projected revenue and expenditure forecasts; ensure all budget notification requirements are met; attend City budget meetings; monitor expenditures in relationship to approved

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

City budget; implement adopted City budget in accordance with state statutes; establish controls and programs to ensure the financial integrity of the City.

- Act as purchasing agent for the department; monitor, control and authorize expenditures in accordance with established limitations.
- Prepare and maintain personnel and payroll records and reports; maintain and process worker's compensation, unemployment, insurance and other fringe benefit records.
- Serve as City Elections Officer performing duties as specified by Oregon's Elections laws with respect to elections, including referendum and initiative petitions, candidates for City offices, political parties reporting requirements, measures and tax levy elections.
- Receive citizen's requests regarding policies, ordinances and other matters; communicate with, respond to, and resolve complaints, conflicts, and questions from citizens, customers, public and private agencies, and staff as it relates to City business.
- Perform other related duties as Council directs, consistent with the City charter.

JOB QUALIFICATION REQUIREMENTS:

- Thorough knowledge of generally accepted accounting principles and practices (GAAP) of cash-based or modified accrual accounting. Knowledge of principles and practices of use of public funds.
- Knowledge of principles and practices of public administration, including fund-based budgeting and accounting, personnel, office procedures, word processing, spreadsheet, and accounting software.
- Understanding of federal, State and local laws, ordinances, rules and regulations relating to municipal government activities and assigned duties.
- Basic understanding of City organization, operations, policies, objectives, political process and environment.
- Correct use of English language, grammar, spelling, punctuation and vocabulary; possess excellent oral and written communication skills.
- Proper record-keeping and filing techniques.
- Possess a high degree of interpersonal skills and the ability to gain the cooperation of others in sensitive, emotional or hostile situations.
- Work courteously and tactfully with customers and employees; interact positively and effectively with diverse individuals to accomplish a common goal.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Graduation from an accredited two year college with major course work in Accounting, Finance, Public Administration, Business Administration, or closely related field (Bachelor's degree in Accounting, Public or Business Administration highly desirable); **AND**

two years of progressively responsible experience with work concentrated in the areas of finance, accounting, or business administration in a municipal, public, or corporate environment; **OR**

any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above requirements.

Upon written request, the City Council may authorize expenditures for additional education and training that may allow the incumbent to qualify for the position of City Manager.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a computer keyboard, calculator and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephone, personal interruptions and background noises. Minimal travel is required when attending training seminars or meetings.

SUPERVISORY RESPONSIBILITIES: The City Recorder/Treasurer is responsible for the supervision of the City Clerk, Planning and Library personnel. Training and/or orientation may be provided to other new employees or volunteers on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Mayor & Council.