



Helper City



HELPER CITY RECORDER JOB DESCRIPTION

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Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

Serves under the direct supervision of the Helper City Mayor. The City Recorder utilizes best-practices and technologies, is a principal participant in the effective management, retention and retrieval of City records. The City Recorder attests the legal documents of the City, keeps the corporate seal. The City Recorder is responsible to the City Council which shall have equal and independent access for the services with respect to legislative functions including but not limited to the capture, preparation, maintenance and storage of the official minutes, records and actions taken by the Council. The City Recorder provides a primary role in the process of public notification including responsibility of providing the correct form of public notices, announcements and advertising. Serves as a primary purchasing agent and the City’s election officer. The person serving in this position must be bondable, that is worthy of bond or insurance coverage.

SUPERVISION RECEIVED AND EXERCISED

The City Recorder receives job responsibilities as appointed by Helper City Mayor.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Establishes the strategic and technological direction for the Recorder’s Office with regard to record management, storage, public notice and retrieval of information and records, with an emphasis on transparency and public access.
2. Responsible for recording, preparing and making available through various electronic media the minutes of City Council meetings and other public meetings as required. Trains other City entities to record and prepare minutes such as the Library and Western Mining and Railroad Museum Boards, etc.
3. Responsible for the proper transcription of City Council meeting minutes and postings to the City and State Websites.
4. Maintains accurate records of transactions relating to real property owned by the City, records and preserves real property deeds and related abstracts of title and title insurance policies relating those transactions.



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5. Serves as purchasing agent to the procurement administrator for the City in accordance with applicable federal, state and local law.
6. Performs all governmental reporting necessary.
7. Responsible for W-2, 1099's for tax purposes in support of city employees.
8. Responsible for reporting state sales tax, with holding and FICA and Federal 941 Reports.
9. Countersigns and maintains public file of all contracts, bonds and official documents. Mails formal City Council notices and coordinates the development and mailing of City departmental notification, notices and public communication.
10. Directs associated staff in the performance of all activities within the City Recorder's Office including but not limited to transcription, distribution and storage of minutes and associated records and notices from City Council meetings and agendas; technological tracking and distribution of Council meetings minutes, city ordinances and other contractual documents.
11. Oversees the publication of official notices.
12. Performs the overall accounting function for the city including drafting of budgets, responding to questions regarding city budget.
13. Performs payroll functions.
14. Provides training on proper accounting practices for all departments of the city.
15. Manages grant receipt and expenditure tracking including invoice submission as required.
16. Oversees cemetery records and input.
17. Reviews invoices and requests for payment to verify authorization and compliance with purchasing policy, budget and debt limits.
18. Prepares and maintains custody of checks.
19. Provides human resource guidance, maintains all city employee personnel files.
20. Responsible for auditing activity in conjunction with resources deemed necessary.
21. Acts as a resource to assist in resolution of problems.

MINIMUM QUALIFICATIONS

1. High School graduate, Associates Degree or Bachelor's a plus.
2. Five (5) years progressively responsible experience in the business management, legal reporting, electronic filing and retrieval, distribution of legislative documents and decisions and provision of public notice.
3. Related experience and education may be substituted one for the other on a year for year basis.
4. Knowledge of governmental accounting.
5. Excellent computer knowledge of Microsoft programs.
6. Issues business licenses and signs accordingly.
7. Strong working knowledge of records maintenance and the legal requirements for the development, distribution and retention of official legislative documents.



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8. Ability to establish and maintain effective working relationships with elected officials, department heads, employee and the general public.
9. Ability to communicate orally and particularly in writing the actions of City Council to other departments, the general public and all others who utilize the services of the Recorder's Office.
10. Ability to demonstrate an advanced working knowledge of the current state of Municipal Recorders industry, current best practices to advance the efficiency and effectiveness of the office.
11. Demonstrated knowledge and ability related to the process of public notification including public notices, advertising and communication strategies.
12. Ability to identify and research best practices and trends for Municipal Recorders related to long term goals.
13. Must possess skills related to flexibility and adaptability of processes in order to be a change agent in the implementation and advancement of procedures, methodologies, tools and technologies to streamline processes related to Municipal Recorders.

WORKING CONDITIONS

1. Light physical effort. Comfortable working positions. Handles light weights, intermittent sitting, standing and walking.
2. Considerable exposure to stress as a result of human behavior, frequent deadlines and the general demands of the job.

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 the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of up to 10 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.



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Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.