

JOB DESCRIPTION

Town of Ashland City

CLASSIFICATION TITLE:	City Recorder
DEPARTMENT:	General Government/Recorder
REVISION DATE:	6/17/2020
REPORTS TO:	Mayor & Council
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Exempt
PAY RANGE:	Pay Grade Level 9

JOB SUMMARY

This position is appointed by the Mayor and City Council at the first regularly scheduled Council Meeting after the regularly scheduled election rotation of the Mayor and Council. The primary objective of the City Recorder is to manage and maintain Town records and serve as the open records coordinator. The City Recorder will also attend and manage the agenda for meetings of the City Council and will record written records of the minutes for these meetings. This position will directly report to the Mayor for day to day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the agenda and attends meetings of the Council, Beer Board, Planning Commission, Board of Zoning and Appeals and records the meeting minutes
- Publishes required advertisements in the general paper of circulation
- Serves as the Town's Open Records Coordinator and manages this policy as such for any changes/updates
- Holds the City Seal and certifies or notarizes documentation as needed
- Communicates with Department Heads and City Attorney on the development of policy, procedure, and the City Code
- Coordinates writing/maintenance of Town's Resolutions and Code of Ordinances and maintains records of Ordinances and Resolutions passed by Council
- Various correspondence with media, agencies, contractors, departments, etc.
- Assists with various state and federally funded grants and projects when needed and further maintains any required reporting for these grants
- Maintains and manages contract files approved by council
- Manages and files Workers Compensation yearly renewals and audits
- Manages and files Liability and Property insurance claims, annual renewals, and filings
- Updates job knowledge through training opportunities with MTAS and other professional organizations
- Manages and assists with bid openings and maintains bid records
- Signs and verifies for accuracy accounts payable checks as needed
- Assists in maintaining and updating the city website
- Assists with annual audit of the town finances

QUALIFICATIONS

- Appropriate Bachelor's Degree or Associates Degree preferred
- Experience in a progressively responsible position
- Designated Certified Municipal Financial Officer or ability to maintain certification within 2 years
- Notary or ability to obtain notary within 6 months

SKILLS AND ABILITIES

- Must have excellent verbal and written communication skills
- Knowledge and experience with Microsoft Office Suites.
- Ability to maintain a high level of accuracy

- Must have the ability to create and maintain well-written and understandable records.
- Excellent organizational skills
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group
- Ability to process 40 wpm
- Knowledge/ability to learn Municode software
- Must possess excellent analytical and problem-solving skills
- Extensive knowledge of modern management principles and practices

EQUIPMENT OPERATED

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

WORKING CONDITIONS

- Working conditions are in an office environment
- Working environment is office setting with some lifting of office supplies weighing up to 20lbs

USUAL PHYSICAL DEMANDS

- Must be able to lift office supplies and materials
- Long hours of sitting with intermittent standing
- Using office equipment and computers

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Mayor's Signature

____/____/____
 Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
 Date