



RESOLUTION
(37- 2018)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL AUTHORIZING THE
RECLASSIFICATION OF THE CITY RECORDER JOB POSITION**

WHEREAS, the City Administrator makes recommendations to City Council on the development and pay classification of job descriptions; and

WHEREAS, the City Administrator compared the current duties of the City Recorder to those in the current job description, and

WHEREAS, after analysis determined the proposed revised job description for a City Recorder and a revision in associated salary placement more accurately reflects the duties of the position and proposed new duties being considered.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The Fairview City Council hereby authorizes the City Administrator to revise the job description for the City Recorder as shown in attached Exhibit A and place the revised position on Range N16 of the city's salary schedule.

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 6th day of June, 2018.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

6-7-2018

Date



JOB DESCRIPTION

TITLE: City Recorder
DEPARTMENT: Administration
REPORTS TO: City Administrator
SUPERVISES: ~~None~~ Parking Enforcement Officer, Event Volunteers and Other Temporary Employees as assigned.

PURPOSE OF POSITION:

To perform a wide variety of responsible, confidential, and complex administrative and analytical duties including records management, administration of elections, franchise agreements and recording legislative actions, ordinances, resolutions and minutes; to provide information regarding local and state laws; and to perform a variety of administrative support functions relative to assigned area of responsibility. When the position exists will be responsible for supervising the Parking Enforcement Officer and overseeing management of that program. Serves as a member of the Executive Team and reports to the City Administrator.

SUPERVISION RECEIVED

Work is done under the general guidance of the City Administrator.

ESSENTIAL JOB FUNCTIONS

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)

1. Coordinate the City Council agenda packet (including assembling and distributing of City Council meeting agendas and packets and advising departments regarding preparation of Council packet documentation).
- ~~4.2.~~ Drafts resolutions and ordinances for review by the City Administrator and/or City Attorney as assigned
- ~~2.3.~~ Provide support for and attend City Council and other designated meetings. Provides an accurate recording of the ~~proceedings,~~ proceedings prepares the minutes, records, indexes and files for public record.
- ~~3.4.~~ Prepare and advertise meeting agendas, other advertisements, and legal notices of public hearings and special meetings.
- ~~4.5.~~ Serve as custodian of official City seal, records and public documents. Ensure proper maintenance, storage, and destruction of official City records and public documents in accordance with federal and state archival laws. Advise City departments regarding the proper maintenance of all other City records, including filing, retention, destruction, etc.
- ~~5.6.~~ Supervise the recording, filing and maintenance of official City records, including deeds, easements,

bonds, contracts, ordinances, resolutions, leases and any other legal records.

~~6.7.~~ Serve as City Election Officer.

~~7.8.~~ Provide information and present special or regular reports covering varied issues relating to administrative operations.

~~8.9.~~ Responsible for the publication of the City Newsletter, Municipal Code, and other such documents.

~~9.10.~~ Respond to public information requests. Provide general information and assistance to the public and City staff. Answers questions related to City regulations and department policies. Direct public to the appropriate department for requested information.

~~10.11.~~ Respond to a variety of inquiries and complaints from the public, explaining City-wide policies and procedures, referring to or working with departments and staff on the response as needed.

~~11.12.~~ Conducts research and completes special studies or projects for the City Administrator and other departments as requested.

~~12.13.~~ Serves as a communication link between City staff, elected officials, the news media, ~~officials and~~ officials from other units of government and other organizations, and the general public.

~~13.14.~~ Assists the City Administrator with Human Resource management including employee recruitment and management of employee personnel files.

~~14.15.~~ Assist in coordinating Lead role in planning and holding City events.

~~15.16.~~ Serve as staff liaison to Arts & Community Events Advisory Community Engagement Committee.

~~16.17.~~ Administer Business License Program, including renewals and coordinate with planning on licensing new businesses.

~~17.18.~~ Manage Facility Rentals – Community Center, City Hall and Park Day Use requests.

~~18.19.~~ Provide administrative assistance for Manages the -City website and social media accounts.

~~19.20.~~ Assist in managing City volunteers.

~~20.21.~~ Perform related duties and responsibilities as required.

JOB REQUIREMENTS

Knowledge of:

- Broad knowledge of local government processes.
- Thorough understanding of all applicable laws, ordinances and regulations concerning regulatory and record keeping activities of governmental bodies.
- Record-keeping, transcribing and writing skills for maintenance of books, recording minutes of civic meetings and compiling civic reports.
- Design and maintain complex electronic files and other record keeping systems.

Ability to:

- Ability to work independently and as part of a team.
- Organize and prioritize work assignments to ensure deadlines are met.
- Multi-task and maintain a strong attention to detail.
- Communicate effectively orally and in writing with elected officials, employees, and the general public.

Minimum Qualifications:

- ~~Graduation from high school or the equivalent GED Certificate Associate's degree and plus three four~~ years of increasingly responsible administrative support or office management municipal government experience. A Bachelor's Degree is preferred.

Any equivalent combination of training and experience that provides the applicant with the knowledge, skill, and ability to perform the work will be considered.

Special Requirements/Licenses:

Must have a valid driver's license from state of residence or have the ability to obtain one within 30 days of appointment.

Notary Public Commission or obtain within 3 months of appointment.

Municipal Clerk Certification is desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Normal office setting.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens, and other printed documents.

GRADE: N165

FLSA Status: Confidential non-represented/Non-Exempt

LAST UPDATE: October 26, 2017

BARGAINING UNIT: None