



Cottonwood Heights

Job Description

Title:	City Recorder/Human Resource Manager	
Division:	Administration	Effective Date: 05/2016
Department:	Administrative Services	Last Revised: 10/2015

GENERAL PURPOSE

Performs a variety of **professional, administrative and technical** duties as needed to help expedite and provide day-to-support in fulfillment of the statutory duties related to the office of City Recorder, including elections coordination and government records management. Participates in job-related professional associations. Serves at the Human Resource Manager for the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs all statutory duties as outlined in Utah Code 10-3, 10-6, or related code citations; attends council meetings and keeps the record of the proceedings of the governing body; countersigns all of the city's contracts and maintains a properly indexed record of all such contracts; certifies the ordinance or resolution setting the levy to the county auditor according to statutory deadlines.

Manages the City Recorder's Office services and activities; recommends policies and procedures to the City Manager; manages the development and implementation of City Recorder's Office goals, objectives, policies, and priorities; responsible to manage and participate in the development and administration of the Office budget; prepare forecast of additional funds needed for equipment, materials, training and supplies.

Makes various budgetary documents available for public inspection as prescribed by statute, including tentative and adopted budget documents upon request; makes available for public inspection a copy of the annual financial report or independent audit report.

Ensures that information about agenda issues is complete and correct. Follows up with City Manager and staff and elected officials in preparing for Council work meetings, and in completing tasks associated with decisions made by the governing body; assists the city manager to apprise, coordinate or direct other administrative and financial staff in preparing reports and correspondence associated with actions taken by the Mayor and Council; upon request, responds to questions and issues from the City Manager, Mayor, City Council regarding policy issues, practices and procedures.

Prepares agenda(s) for official legislative or executive meetings of the city; attends council meetings, takes and transcribes minutes; records, publishes and files new ordinances and resolutions; serves as custodian of city seal; acts as notary public, attests to signatures on official documents, agreements and contracts; assures compliance with laws and guidelines regarding public access to city records; computer imports minutes into permanent records, files and cross-references; maintains permanent hard copy records in minute books; maintains permanent record of all original documents, copies and reference book for resolutions and ordinances.

Serves as the City's Election Officer. Responsible for candidate filings; candidate orientation; financial disclosures; public noticing; and canvassing of the election results.

Monitors the administrative processing of agreements proposed to be entered into by the city.

Oversees or receives initial notification of an employee grievance or an appeal as prescribed by Utah Civil Procedure; initiates grievance procedure process, steps and procedures.

Serves as the City's Records Officer. Maintains city records management system; records documents and maps, catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMMA); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Prepares postings and public hearing notices; establishes methods for the recording and maintaining of all records, minutes of all proceedings, ordinances and resolutions passed by the city council and the posting or publishing of all ordinances; may certify by ordinance the annual tax levies to the county auditor; receives and files finalized city budgets and may issue copies to state auditor; distributes public copies as requested.

Serves as the Human Resource Manager. Provides professional advice to department heads and employees; communicates official plans, policies and procedures to staff and the general public. Conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; prepares eligibility lists and certifies finalists in the recruitment process; monitors and verifies appointments are made in accordance with established policies and rules; administers selection tests to applicants; conducts background investigations. Responsible to hold orientation meetings when an employee starts work and exit interviews when employee's term of employment ends. Creates and maintains exit clearance checklists and procedures to verify that employee returns all City equipment upon employee's exit from employment with the City. Monitors and ensures city-wide compliance with various federal regulations and guidelines, including, FMLA, COBRA, and ADA; serves as the ADA Coordinator; manages city efforts to maintain a drug-free workplace and enforcing drug and alcohol abuse programs.

Exercises initiative, discretion and independent judgment within broad policy framework in carrying out policy interpretation.

Assists with coverage at front counter when necessary.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in business administration, public administration or a related field;

AND

B. Five (5) years of progressively responsible work experience in the management of human resources, in the field as a City Recorder, or related city management functions;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws and regulations relating to municipal government, bookkeeping, accounting; laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents.

Working knowledge of administrative procedures; interpersonal communication skills, bookkeeping and basic accounting.

Ability to understand and interpret laws and ordinances governing the operation of the office of city recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of

state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing.

Ability to maintain strict confidentiality related to sensitive administrative information.

3. Special Qualifications:

Must be bondable; must be a Certified Municipal Clerk.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.