

**City of Joseph
Position Description**

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|--|------------------------------|---------------------------------|------------------------------|
| Position Title: | Recorder/Administrator | | |
| Job Code Num.: | | | |
| Department: | | | |
| Position Type: | Leadership Exempt | | |
| Date Originated: | July 15 th , 2021 | Date Reviewed / Revised: | July 20 th , 2021 |
| Position Purpose: | | | |
| <p>Using policy provided by the Mayor/City Council, the Recorder/Administrator oversees all daily operations and functions of the City of Joseph, including establishing and maintaining operation of all components of city operations. This includes but is not limited to budget creation and administration, finance management, staff performance, city service quality and responsiveness to meet the needs of the citizens of Joseph while improving customer service satisfaction, operational efficiency, revenue enhancement and cost reduction.</p> | | | |
| Nature and Scope: | | | |
| <p>This position requires an in-depth knowledge of financial management, human resource management and support operations of a municipality. Additionally, this position is responsible for developing, improving, and maintaining a compliance program that ensures compliance with city, state and federal regulations and ordinances, including, but not limited to City of Joseph ordinances, and Oregon State Statutes. This position is also required to keep the Mayor and City Council informed of the opinions, viewpoints, and perceptions of citizens of Joseph. The information gathered will be used in policy formulation, budget planning and program development.</p> <p>This position has the authority to plan, develop and implement department procedures; hire, evaluate, coach, and terminate employees as outlined in the City of Joseph “Personnel Policy Manual.” The incumbent has the authority to seek resolution and decisions from the Council as needed.</p> | | | |
| KNOWLEDGE, SKILLS & ABILITIES | | | |
| <ul style="list-style-type: none"> • Strong customer service skills with the ability to provide service recovery immediately as needed. • Working knowledge of Elgin City Ordinance. • Working knowledge of budget administration. • Working knowledge of Labor and Industry law as it relates to personnel management. • Ability to facilitate enforcement of City Ordinance and/or prevailing law. • Ability to communicate diplomatically, clearly, and concisely, both verbally and in writing. • Ability to maintain confidentiality of personal information of all customers. • Ability to ensure all goals and deadlines are met. • Ability to develop and provide education programs to maintain a competent and efficient staff. • Ability to analyze and interpret data, control deficiencies, and initiate corrective action as needed. • Demonstrated skills in problem identification, problem solving and process improvement. • Demonstrated leadership skills to promote individual and team excellence. • Strong organizational skills. • Strong computer application skills. • Ability to write and enforce resolutions and ordinances. | | | |

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills and efforts or work conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.

Minimum Qualifications: Requirements - Required and/or preferred

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|-----------------------------------|---|
| Education: | Must have working-level knowledge of the English language, including reading, writing, and speaking English. Four-year college degree from an accredited college in Business or Public Administration. This can be substituted by five years of city management experience. |
| Back-Ground Check Drug testing | This position may be subject to a background check in accordance with Oregon State Statutes. This position may be required to undergo a drug test prior to employment. |
| Experience: | Minimum of four years demonstrated successful experience working in a supervisory/management position in the city management or multi-departmental management in a corporate setting. Must have excellent financial, communication, presentation, and organizational skills. |
| License(s): | Oregon State Drivers' License |
| Certification(s): | Public Notary, Certified HIPPA Training (Both not required but recommended) |
| Computer / Typing: | Must be proficient with any year of Microsoft Office Suite and all applications associated with that software. Must have the ability to use the computer to complete online tasks associated with financial management and council minutes. Must be proficient with any type of prominent accounting software like Quick Books or Peach Tree. |

Essential Physical Requirements

It is common to encounter potential hazards in an office environment. Some of these hazards could include but are not limited to exposure to publicly transmitted disease through contact with the public through airborne or contact transmission.

Physical Activity

Percentage of time (equaling 100%) during the normal workday the employee is required to:

| | | | | | | | |
|-----------------------|-----|--------|----|--------|----|--------|----|
| Sit: | 85% | Stand: | 5% | Walk: | 5% | Run: | 0% |
| Squat: | 1% | Bend: | 1% | Twist: | 1% | Lift: | 2% |
| Kneel: | 0% | Drive: | 0% | Climb: | 0% | Crawl: | 0% |
| Reach above shoulder: | | | | Other: | | | |

| Tools and/or Equipment: | Frequency | | |
|-------------------------|---------------------|-------------------|----------------------|
| | Occasional (01-33%) | Frequent (34-66%) | Continuous (67-100%) |
| Computer/Keyboard | | | X |
| Telephone/Voicemail | | X | . |
| Copy Machine/Printer | | X | |
| Fax | X | | |

Repetitive Use of Hands and Feet:

| | | | | |
|--|--------------|---------------------|-------------------|----------------------|
| | Not Required | Occasional (01-33%) | Frequent (34-66%) | Continuous (67-100%) |
|--|--------------|---------------------|-------------------|----------------------|

| | | | | |
|---|--------------|------------|----------|------------|
| Simple Grasping | | | X | |
| Pushing / Pulling | | X | | |
| Typing / Data Entry | | | X | |
| Fine Manipulation | | X | . | |
| Lifting and Carrying: | | | | |
| Weight to be manually lifted each normal workday. (Occasional 1 - 33%, Frequent 34 - 66%, Continuous 67 - 100%) | | | | |
| | Not Required | Occasional | Frequent | Continuous |
| Up to 10 lbs | | X | | |
| Up to 20 lbs | | X | | |
| Up to 35 lbs | | X | | |
| Up to 50 lbs | | X | | |
| Up to 75 lbs | X | | | |
| Up to 100 lbs | X | | | |
| Over 100 lbs | X | | | |
| Sensory Requirements: | | | | |
| Essential Functions | | | | |
| The ability to resolve problems using critical thinking skills | | | | |
| The ability to communicate clearly, timely, and effectively | | | | |
| The ability to develop and maintain an engaged workshop | | | | |
| The ability to ensure a quality of work product is produced in the departments assigned | | | | |
| The ability to come to work promptly and routinely | | | | |
| The ability to work under stress and to deadlines | | | | |
| The ability to manage and direct work of staff | | | | |
| The ability to manage expenses to budget | | | | |
| The ability to ensure service standards are met in the departments assigned | | | | |
| The ability to learn, retain, and utilize knowledge, skills, and abilities. | | | | |

Job Specific Duties, Responsibilities, Expectations, Limitations

- This position oversees and delegates personnel for payroll administration, as well as projects and strategies.
- The leader will be responsible for continuous performance improvement in all departments and for reporting regularly on the opportunities and risks identified, the strategies and initiatives they are implementing, and performance compared with budget.
- Ensures all reported ordinance complaints are addressed.
- Except as otherwise provided by the City of Joseph charter, and except as provided by state law or City ordinance with reference to employment under civil service, appoint all heads of departments and other City officers and employees, and remove them at pleasure, and have general supervision and control over them. All such appointments shall be made upon the basis of merit and fitness alone.
- See that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are fully observed and report to the council any violation thereof.
- Attend all meetings of the council unless excused therefrom by three councilors or the mayor.
- Act as purchasing agents for all departments of the city. All purchases shall be made by requisition signed by the Administrator that exceed a department heads spending limit.
- Examine or cause to be examined, without notice, the official conduct of any officer, assistant, deputy, clerk, or employee in any of the departments of the city government, except of the council and of the municipal judge.
- Keep the council advised to the needs of the city.
- Prepare and submit to the budget committee the annual budget estimate and such reports as may be required by that body.
- Submit to the council an annual report of all departments of the city and such other reports as the council may require.
- Prepare or cause to be prepared plans and specifications for work coming under the administrator's supervision which the council orders and provide such plans and specifications in sufficient number and in ample time to give full opportunity for all contractors who desire to bid thereon to do so.
- Have control, subject to such ordinance as may from time to time be adopted, of all public utilities owned or operated by the city.
- Have general supervision over all City property and its use by the public or City employees.
- Perform such other duties as may be required by this charter or as the council may require of the administrator.
- From time to time, in order to facilitate the prompt, economical, and efficient dispatch of any City business, organize the work of the departments under the administrator's control, assign assistants, deputies, and employees from any office or department of the City government to perform work or service in connection with any other office or department thereof, or to work in more than one of said offices or departments; provided that no such change shall affect the powers or duties of any elective officer or the City or of the municipal judge.
- Seats at Council Meetings. The administrator and such other officers of the City as may be designated by vote or of the council shall be entitled to seats with the council but shall have no vote therein. The administrator shall have the right to take part in the discussion of all matters coming before the council.
- Performance is expected to be measured empirically and compared with organizations of similar size, scope and complexity and such performance is expected to be better than peer organizations and functions.
- Accumulation of data and the development of findings, conclusions and recommendations are a significant expectation of this position along with the development and leadership of initiatives to improve the performance of the organization in service to the community.

ACKNOWLEDGEMENT

I have read and understand the position description. I have reviewed all responsibilities and understand that these standards will be used as criteria for evaluating my performance.

I hereby acknowledge that I currently hold, or will obtain within the amount of time specified, all required licensure and certifications listed in the minimum requirements section of the position description. I understand that it is my responsibility to maintain the required licensure and certifications (as applicable).

It is further understood that these requirements may be modified to reflect changes necessary in departmental and/or city needs.

Employee's Signature:

Date: _____
