



JOB DESCRIPTION

CITY OF SILVERTON, OREGON

This description, overview and expectations, do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.

POSITION TITLE:	Deputy City Recorder and Communications Coordinator
DEPARTMENT:	Administration
FLSA STATUS:	Exempt
SALARY GRADE:	Grade 3
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Deputy City Recorder and Communications Coordinator serves as the Records and Election Officer. Coordinates the official records for City Ordinances and Resolutions, legal notices and publications, contracts, Council minutes, and all other documents adopted by the City Council, Boards, and Commissions; provides technical and administrative support to the City Manager's Office, City Council and Council-related Boards and Commissions. Under the supervision of the City Manager or designee, this position provides leadership for assigned internal and external committees; is responsible for developing, planning, coordinating, and carrying out City communications, public information, and marketing projects for City Departments and the City overall. Serves as a communication and civic engagement coordinator for the City and its Departments, reviewing projects for appropriateness and clarity in messaging content and advising on implementation of City programs and events.

ESSENTIAL FUNCTIONS:

- Serves as the Deputy City Recorder. Attends City Council and various committee meetings, prepares agendas and meeting packets, ensure notices and accurate minutes, including actions and proceedings are recorded, transcribed, and posted in compliance with State Public Meetings law and local policy. Arranges meeting space, communicates with attendees and outside entities. Arranges training for City appointed committees.
- Serves as communications, marketing, public information, and outreach consultant for City Departments and serves as project lead on assigned projects and campaigns, working with department staff to ensure delivery or effective educational, informational, and/or instructional pieces.
- Drafts resolutions, ordinances, proclamations and other official documents and reviews other drafts for historical accuracy. Ensures legal forms, claims or documents filed with the City are transferred to appropriate staff for disposition and action and follows up on the implementation of policies and actions. Performs research and analysis on a variety of issues; compiles and analyzes findings; prepares reports for review. Drafts and reviews contracts and agreements as needed.
- Responsible for the preparation, distribution and archiving of the City Code by updating appropriate provisions as amended by City Council, maintaining, and updating on-line version of the City Code to ensure the City's website contains the most current and accurate version of the code; receives, files and manages land use applications and fees; processes public hearing notices and mailings according to City Code and State requirements.
- Demonstrates reliability, organization, and the ability to coordinate multiple priorities.
- Provides routine and complex administrative support; answers phones; handles mail, files, coordinates training, schedules appointments, codes invoices, orders office supplies, and handles office maintenance requests.
- Serves as Election Officer for the City; administers and directs compliance with municipal elections; studies election laws to upgrade processes governing, filing, voting, reporting and other requirements.
- Interprets federal, state, and City public records laws to develop and oversee the City's record management system; properly converts records into electronic format; stores, arranges, indexes, and classifies documents, and makes public records immediately accessible.

- Manages policies and procedures relating to the maintenance, retrieval, dissemination, and destruction of official records. Manages all ordinances, resolutions, agreements, contracts, and all other documents requiring retention by City Code and policy. Publishes all adopted ordinances, legal notices, and reports as required by law.
- Exercises discretion and interprets public records laws in responding to public records requests and inquiries; refers, when necessary, to the appropriate department. Provides City staff and the public with general information about the City Charter, Ordinances, Resolutions, City Council, City Commissions, and City Committees activities.
- Works closely with the City Manager and City Attorney to ensure the City is compliant with applicable government standards, practices and ethics laws, rules, and regulations.
- Oversees electronic records management program. Maintains custody and indexing of official minutes, orders, ordinances, and resolutions. Maintains files of official agreements, contracts, petitions, street vacations, easements, and other legal documents.
- Assists in the organization and implementation of City-sponsored events. Purchases supplies and services, as needed, throughout the year and for special events.
- Manages the website and social media sites for Administration.
- Leads the City's internal Communications Team and implements the City's Communications Plans.
- Performs other related duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Provides support to other departments as directed by the City Manager.

JOB SPECIFICATIONS:

- Associate's degree and four years of related progressively responsible experience in municipal government, state and local elections law, parliamentary procedures, and communications/public relations; or
- Bachelor's Degree (preferred).
- Experience in local or municipal government.
- Association of Records Managers and Administrators (ARMA) certification desirable.
- Certified Municipal Clerk (CMC) through Oregon Association of Municipal Recorders (preferred).
- An equivalent combination of education and experience which would provide the required knowledge, skills, and abilities of the position to successfully perform the essential duties of the job.

Licenses & Certificates

- Possess or obtain a valid Oregon driver's license within the first 30 days of employment.
- Possess or obtain an Oregon Notarial Commission within 60 days of hire.

Knowledge

- Functional knowledge of municipal government operations, code maintenance, and state statutes.
- Local, state, and federal laws pertaining to public records, public meetings, elections, ethics, and record management/retention techniques.
- Proficient with computers, word processing, and spreadsheet software at an appropriate level for job.
- Independently work in a high-stress environment and make decisions with minimal direction.
- Conflict and problem resolution techniques; communicate with and effectively manage difficult customers.
- Apply basic math skills and advanced spelling and grammatical skills.
- Display an attitude of cooperation and work harmoniously with elected and appointed officials, City employees, the public and other organizations.
- Understand and comply with all rules, policies, and procedures; receive, comprehend and follow verbal instructions; complete assignments in a timely fashion.
- Knowledgeable with social media platforms.
- Maintain prompt and regular attendance.

- Perform all essential functions as assigned by an authorized supervisor and/or manager with or without reasonable accommodation; follow all safety rules and procedures for work area.

Skills

- High level of attention to detail.
- Demonstrates skill in proficient use of office tools and equipment.
- Interprets local, state, and federal laws and regulations.
- Interprets policies and procedures.
- Performs independent research with accuracy and completeness.
- Resolves conflicts and effectively handles stressful situations.
- Excellent verbal and written communication; Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc.
- Proficient in written content development, creative writing, editing, and proofreading.
- Proficient skill in the use of Microsoft Word, Excel, and PowerPoint.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Independently works to effectively organize multiple priorities in a fast-paced work environment.
- Maintains confidentiality and discretion regarding information gained in the course of employment.

Working Conditions and Physical Demands

Duties are primarily performed in an office environment. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, or hear; use hands and fingers; handle, feel or operate objects, tools, or controls, and reach with arms and hands. The employee is occasionally required to climb or balance stoop, kneel, crouch, or crawl. The employee will use a personal computer and various software programs, motor vehicle, phone, copy and fax machines, and other related tools and equipment.

Traveling to meetings and evening meeting attendance is required. Occasionally may be required to lift office supplies and equipment weighing up to 25 lbs.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Cory Misley

City Manager

Adopted: April 2024