

Human Resources Coordinator / City Recorder



DEPARTMENT: Administration
DIVISION: City Recorder’s Office
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a wide variety of highly responsible routine and complex administrative functions for the City Administrator, Mayor, City Council, and staff. This position serves as the City Recorder, Human Resources Coordinator, Records Manager, and Elections Officer, and other duties that involve confidential and sensitive information. Serves as a member of the City’s management team.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over the Deputy City Recorder and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Human Resources

- Serves as primary human resources contact for employees, working in cooperation with the City Administrator.
- *Recruitment and Selection:* Coordinates activities relating to hiring or promotion to fill position vacancies; prepares recruitment announcements and job postings; and assists with development of interview questions, written or skills exams, and other testing procedures, may conduct interviews or participate in interview panels. Maintains candidate databases and candidate score sheets. Notifies all candidates of their status in the recruitment process.
- *New Employee Orientation:* Develops and updates information for new employee orientation, as necessary; conducts onboarding with new employees; prepares employment related paperwork including healthcare and other insurance benefits.
- *Classification and Compensation:* Conducts or requests wage surveys and classification studies, as necessary. Makes recommendations to City Administrator on appropriate job description, classification, and/or pay of positions.
- *Performance Management:* Oversees performance evaluations schedule and forms; sends monthly notices to management to complete evaluations; prepares Personnel Change Notice forms to implement salary and other personnel changes.
- *Training:* Coordinates City’s training programs by scheduling training sessions as necessary for the City and/or individual employees, as necessary.

- *Policies:* Develops and maintains administrative and personnel policies and procedures with guidance from City County Insurance Services (CIS); interprets policy and contract questions and provides guidance to managers and employees; communicates with labor units on policy questions.
- *Labor Relations:* May represent City management with non-union staff and bargaining units; may participate as member of management negotiation team; assists in researching negotiation issues and drafting contract language; assists the Department Heads and City Administrator in responding to grievances; participates at hearings and at labor management committees.
- *Documentation:* Maintains personnel and medical files for all City employees and volunteers (if required); prepares Personnel Change Notice forms to document changes in employee status; prepares and/or processes documentation for Family Medical Leaves, Short Term Disability, criminal history checks, exit interviews, job descriptions, and related personnel documents.
- *Benefits:* Work in coordination with the Accountant to administer the City's benefits program, researching health insurance, retirement, and other benefit questions. Coordinates pay and benefit information with payroll.
- *Other:* Performs a variety of confidential and sensitive administrative tasks including gathering, interpreting, and preparing data for studies, reports, and recommendations; coordinating activities with other departments and agencies as needed; researching and preparing a variety of studies, reports, and related information for decision-making purposes.

Records Manager

- Acts as the confidential employee responsible for the integrity of City records. Maintains City records, official documents, and indexes of the City for documents such as ordinances, resolutions, deeds, leases, easements, and contracts.
- Serves as custodian of official City records and public documents; ensures certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification. Indexes all records.
- Monitor and track various documents, projects, and annual occurrences including but not limited to expiration of contracts/agreements and franchises.
- Ensure proper maintenance, storage, and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Responsible for supervising and coordinating all aspects of record management including the City's Oregon Records Management System (ORMS). Coordinates employee training on ORMS.
- Responsible for receiving Public Records Requests and processing them or forwarding them to the appropriate employee to process and fulfill the request.

- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the St. Helens Municipal Code. Maintains indexes to ordinances and resolutions.

City Council, Boards, Committees, and Commissions

- Attends all City Council meetings and other official City meetings as needed to assure recording of proceedings.
- Schedules all City Council meetings, special meetings, and assures public notice is made for all such meetings.
- Serves as support to the City Administrator, Mayor, and City Council. Duties include issuing public notices; preparing staff reports, assembling and distributing Council meeting packets; attends Council meetings and oversees the preparation of meeting minutes; may make presentations to Council or other groups as assigned; assists with preparing resolutions, ordinances, agreements, reports, and other correspondence as needed.
- Coordinates and/or schedules orientation and training opportunities for elected officials.
- Maintains the St. Helens Municipal Code and codifies legislation passed by the City Council; updates the City website with newly adopted ordinances and resolutions.
- Attests the City Administrator's or Mayor's original signatures on official documents and applies the City Seal as appropriate.
- Maintains ongoing open and effective communication with the City Administrator, City Council, and City staff.
- Maintains meeting attendance records of City Council members.
- Maintains master list of City Council and various boards, committees, and commissions of the City.

Elections Officer

- *Serves as the City's Elections Officer:* This includes conducting City elections; preparing candidate information packets; receiving candidate nominations; preparing ballot measures; certifying candidates to County election officer; researching election laws to ensure continuous compliance with legal publication and other requirements for City elections; preparing canvass of election results to the City Council; maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials; preparing oaths of office for newly elected officials.

Administrative

- Serves as a member of the City's management team.
- Assists in the City budget relative to the City Recorder's Division of the Administration Department and personnel-related expenditures.
- Assists with the management of the Administration Department operations by coordinating services, policies, procedures, and reports.
- Assists in the maintenance of the City website, including design and troubleshooting.

- Composes, types, and edits a variety of documents including ordinances, resolutions, proclamations, public and legal notices, contracts/agreements, leases, lists, advertisements, correspondence, reports, and other materials requiring judgment as to content, accuracy, and completeness.
- Responds to inquiries from Council, staff, agencies, and citizens, and refers, when necessary, to appropriate person.
- Creates and maintains systems for internal tracking of various programs.
- Maintains City-owned vehicle and equipment inventory list and collaborates with the City's insurance agent to insure coverage. Oversees the title and registration of vehicles and equipment with the DMV.
- Schedules appointments and coordinates meetings with employees, agencies, and others, as needed.
- Certifies official City documents as to authenticity for staff, other jurisdictions, or citizens.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Responsible for set-up and operation of video and audio equipment for City Council meetings, as well as post-meeting uploads.
- Maintains use and custody of the City seal.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.
- Responsible for the accomplishment of tasks for employees directly supervised and for the efficient and productive work performed.
- Demonstrates leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourages and provides excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Serve as Notary Public.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a high school with specialized course work in general office practices. However, a bachelor's degree in public administration, political science, human resources, business management, or a closely related field is preferred.
- b. Five years of related experience in a municipal office environment, preferably in which individual was responsible for various elements of responsibility associated with the City Recorder position; or
- c. Any equivalent combination of education and progressively responsible experience which demonstrates the knowledge, skills, and abilities to perform the duties listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Broad knowledge of laws, regulations, and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Experience in a public agency highly desirable. Ability to research and interpret ordinances, statutes, and administrative rules.
- b. Advanced knowledge of secretarial principles, practices, and techniques, including records maintenance, word processing, business English, grammar, punctuation, spelling, administrative research, report writing, municipal departmental functions, and public relations techniques.
- c. Ability to use a computer to perform the essential functions of the job, knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- d. Ability to type a minimum of 50 words per minute, transcribe minutes from recorded meetings in a timely and accurate manner.
- e. Ability to perform complex clerical work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary.
- f. Ability to work under pressure and frequent interruptions; ability to handle stressful situations.
- g. Ability to communicate effectively verbally and in writing.
- h. Ability to accurately record and maintain records.
- i. Ability to establish and maintain working relationships with employees, supervisors, officials, and the public.
- j. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and City personnel.

SPECIAL REQUIREMENTS

- Possession of International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) certification. Ability to obtain IIMC Master Municipal Clerk (MMC) certification within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Human Resources Coordinator/City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Print Name: _____
