

ORGANIZATION: City of Tillamook	DATE: Aug 2011
LOCATION: Tillamook, Oregon	
DEPARTMENT: Administration	
JOB TITLE: City Recorder/Treasurer/Human Resources	

PURPOSE OF POSITION: Responsible for the records of the City. Oversee the financial functions of the City. Perform various duties as City Recorder and the Human Resources administrator. Coordinates personnel-related activities which involve other departments such as recruitment, selection, and maintenance of Personnel Records.

ESSENTIAL JOB FUNCTIONS: As City Recorder, perform specialized administrative work involving the recording of City Council proceedings, and custody of official City records and correspondence. Attend meetings of the City Council and oversee preparation of minutes and journals of Council proceedings. Process and sign official documents of the City. Administer the maintenance of human resource files and records, e.g. confidential personnel files, risk management. Ensure compliance to related policies.

Serve as City Elections Officer performing duties as specified by Oregon's Elections laws with respect to elections, including referendum and initiative petitions, candidates for City offices, political parties reporting requirements, measures and tax levy elections.

Help plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective services for the City.

Serve as Human Resources: Perform new employee orientation and maintain effective programs. Conduct exit interviews of departing employees and analyze responses. Alert city management of surfacing issues and make appropriate recommendations for correction. Support provision of adequate training within departments. Resolve employee complaints. Ensure City compliance with all federal, state and local laws, regulations and rules affecting the employer-employee relationship. Maintain knowledge of changes affecting the City and notify others as appropriate. Serve as City Equal Opportunity Employment Officer. Provide benefit information and assist employees and providers in resolving problems as they occur.

Serve as liaison for the Employee Assistance Program and Employee Wellness Program. Administer the employee benefits program to provide health insurance coverage, various leave policies, deferred compensation and retirement plans.

Maintains cooperation and communication between employee bargaining units and management; advises managers and supervisors on labor relations matters.

Serve as City Treasurer. Develop budgeting, accounting, and reporting systems in compliance with professional standards. Review and approve expenditures. Prepare and compile documents for annual and periodic audits. Oversee records of assessment liens and collections. Research, analyze and assemble information, and make recommendations for grants, loans, rate studies and other matters related to the finance area.

Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures and practices. Monitor receipts of licenses including Transient Room Tax and Business License fees.

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Attend various community groups, professional and civic organization meetings to communicate City goals, programs, and policies.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Oversee payroll records and reports. Maintain and process workers compensation, unemployment, other fringe benefits, and all insurance records. Provide input on policies and procedures for municipal court. Oversee municipal court functions and resolve complaints. Maintain general ledger and accounts receivable for municipal court. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS: Thorough knowledge of the principles, methods and practices related to duties of City Recorder, municipal government organization, accounting and budgeting, financial reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting. Knowledge of the principles of supervision, personnel practices, governmental regulatory processes and controls, conflict resolution, benefits administration, risk management, computer software applications, and office practices. Equivalent to high school education supplemented by additional training equal to two years of college in accounting, and over four years experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of or ability to obtain a valid Oregon Driver's License and safe driving record.

DESIRABLE REQUIREMENTS: Completion of a four-year university education in business or public administration.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodations will be made for special needs.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Oversight of three positions for partial duties.

SUPERVISION RECEIVED: Works under the direction of the City Council.