

CITY OF FALLS CITY

CITY RECORDER/FINANCE SUPERVISOR

POSITION DETAILS

Position Title: City Recorder/Finance Supervisor

Pay Range: \$18.00-\$23.00

FLSA Status: Non-Exempt

Probation Period: 6 Months

Assignment Category: Regular, Full-Time

Location: Falls City Hall, 299 Mill St. Falls City, OR 97344

Position Type: Staff

Hours: M-F, 8:30am-5:00pm

Weekend Work: Rarely

Position Summary: The City Recorder/Finance Supervisor is responsible for administration of the Public Bodies Division. This includes, but is not limited to, coordination and administration of all public meetings, keeping minutes, preparing agendas, writing staff reports, educating committees, and attending all City Council meetings. The Recorder/Finance Supervisor bears additional responsibility for administering city elections, and city events. The Recorder/Finance Supervisor is also a point of contact for customers both in-person and via telephone, and takes payments as needed. Finally, the Recorder/Finance Supervisor will have primary or secondary responsibility for other programs and will perform other tasks and projects as assigned by the City Manager.

The City Recorder/Finance Supervisor is also responsible for preparing draft financial documents for the City Manager, Department Heads and City Council including budget/actual reports, payroll registers, periodic financial reports. Additionally, the position is charged with the supervision of the Utility Billing Clerk.

A qualified candidate for this role should have at least a High School Diploma, two years of experience in local government, strong verbal and written communication skills, and an ability to work well with a team. Within a reasonable time, following engagement, the incumbent will work towards and acquire the Certified Municipal Clerk (CMC) certification and engage in continuous improvement through active participation in the Oregon Association of Municipal Records (OAMR).

Special Demands: Vision, hearing and speech are required along with manual dexterity. Position requires prolonged sitting, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. Must be able to drag, lift, and push materials weighing up to 35 pounds.

POSITION DUTIES

The listed duties are a summary of those typically performed by the City Recorder/Finance Supervisor. Additional accountabilities and duties may be assigned from time to time. This list is not meant to be a comprehensive accounting of each duty or task performed.

Key Accountability	PUBLIC BODIES DIVISION
Duty Statement	<p>Elections program. Ensures electors are qualified and appropriate documentation is submitted. Liaisons with Polk County to ensure electors are placed on the ballot, ballot titles are correct, and all city responsibilities are covered.</p> <p>City Committees program. Manages the program and ensures City Committees are meeting with regulatory requirements, have the information they need, and</p>

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	<p>are operating efficiently. Composes and posts meeting minutes and shares recommendations with the City Council. Main point of contact for city committees. Prepares agendas, performs limited research, prepares staff reports.</p> <p>City Council program. Coordinate, attend and take minutes at all City Council meetings. Ensure materials are prepared and provided, maintain meeting related records, manage ordinance and resolution logs. Process and disseminate information and documents related to council decisions. Ensures notices are posted, and council/committee related records are properly retained. Keeps calendar of all public meetings, and waypoints to ensure all meeting related tasks are complete. Train and/or assist other city staff in composing staff reports and making recommendations.</p>
Percentage of Time	38% (15 Hours/Week)

Key Accountability	COMMUNITY DEVELOPMENT DIVISION
Duty Statement	<p>City Rentals program. Manages and maintains the program and follows all policies and procedures related to noise permits, road closures, community center rentals, park rentals, and equipment rentals (tables/chairs). Ensures all appropriate documentation and deposits are taken and items are returned to serviceable condition after use.</p> <p>Business Licensing program. Manages and maintains the program and related records.</p> <p>Planning/Land Use program. Primary liaison for non-technical aspects of: land use, planning, and building permit processes. Builds files, issues applications, collects payments, provides information on the location of resources, and refers technical and process related inquiries to the City Manager. Maintains the land use index, works collaboratively with the City's Contract Planner, issues final invoices, and releases final documentation.</p> <p>Events program. Serves city events as either event manager or liaison depending on whether it is a "City" or "Community" event by policy. Creates and maintains master plans for all events including lists of vendors, donors, sponsors, and other interested parties. Issues tax deductions, letters of appreciation, and certificates of appreciation. Manages all documentation related to parade, vendors, sponsors, donors, and volunteers. Guides key volunteers in proper collection of documentation and event management. Manages membership programs (e.g. Tree City, CLG, etc.), ensures requirements and guidelines are followed. Advertises appropriately. Maintains all records for partnership programs. Keeps calendar of all City events and partnerships, including waypoints for event and membership coordination.</p> <p>Code Services program. Assists the program through performance of clerical work related to code services, as directed by the City Manager.</p> <p>Community Engagement. Assists as needed with volunteer management, and other community engagement type items.</p>
Percentage of Time	25% (10 Hours/Week)

Key Accountability	OTHER
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Duty Statement	<p>FINANCE DIVISION: Performs task level work in Accounts Payable and Accounts Receivable Program. Receives and disseminates all bills. Ensures paid bills are expeditiously mailed, and files invoices with check stubs after payment. Issues and indexes invoices as necessary and follows-up with payments due.</p> <p>ADMINISTRATIVE DIVISION: Responsible for all aspects of Fleet, and Public Records programs.</p> <p>Fleet Management Program: Maintains appropriate ownership, insurance, and maintenance documentation for all city vehicles and equipment. Ensures all necessary information is present, and all is valid.</p> <p>Key Control Program: Issues, tracks, and recovers keys for all City Facilities and equipment. Maintains a log of key possessors, and ensures appropriate documentation has been signed and filed for receipt of keys.</p> <p>Calendars: Manages the City's events, rentals, permits, and public meetings calendars.</p> <p>Public Information Recorder/Finance Supervisor: Maintains the city website, posts Council and Committee related documents, and other items as directed by the City's Public Information Officer. Manages the City Facebook page, and is the central hub for collection of proposed inputs from the public and elected officials. Assists in draft development of various financial reports, accounts payable and oversight of Utility Billing Clerk.</p> <p>Program Development: Assists in creation of operating procedures, standardized forms, and "how to" guides in all areas of accountability. Provides technical support to other city staff in all areas of accountability.</p> <p>Other: Cross Trains with Utility Biller and serves as secondary on all Utility Biller accountabilities. Other tasks and projects as assigned.</p>
Percentage of Time	37% (15 hours/week)

PERFORMANCE STANDARDS

Key Accountability	PUBLIC BODIES DIVISION
Task List	
Performance Standards	

Key Accountability	COMMUNITY DEVELOPMENT DIVISION
Task List	
Performance Standards	

Key Accountability	OTHER DUTIES
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Task List	
Performance Standards	

POSITION FACTORS

Minimum Education and Experience	High School Diploma required. Prefer two years of local government experience, and an Associate's Degree. Ability to acquire CMC through OAMR.
Supervision Received	Incumbent will report directly to the City Manager. After probationary faze, incumbent will receive general direction from the City Manager, but is expected to perform basic duties independently.
Analytical Skills Required	This position requires excellent analytical and communication skills based both on the main functions, and the breadth of the role.
Financial Accountability	Front end cash handling and basic accounts payable responsibilities only.
Impact of Actions Carried by This Position	Poor execution of the tasks associated with this role could lead to liability for the city and the incumbent. Also may lead to inadvertent administrative, legislative, and quasi-judicial decisions. Finally, may lead to loss of funds, poorly executed events, double booking, and more.
Supervision Exercised	This position serves as the first line supervisor for the Utility Biller. Responsible for ensuring UB's conduct is in compliance with city personnel policies, and for assisting City Manager in conducting yearly reviews, and remedial action plans as necessary.
Human Resources Impact of this Position	Occasionally responsible for assisting with interviewing and providing input on hiring.
Internal Contacts	Has regular contact and interaction with Committee members, Council Members, the Mayor, the City Manager, and the Utility Biller
External Contacts	Regular contact and interaction with outside City, County, and State Staff and Officials. Also has regular contact with contract City Staff, and City Contractors. Finally, has extensive contact with the public.