



# City of Providence

## Job Description

<b>Title:</b> City Recorder	<b>Code:</b> 105
<b>Division:</b>	<b>Effective Date:</b> 02/2021
<b>Department:</b> Administration	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs a variety of **administrative, technical, and managerial duties** related to planning, organizing, directing, and controlling city-wide document management, city elections and related administrative functions established by state statute or local ordinance. Performs statutory duties of the City Recorder.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

### SUPERVISION EXERCISED

Provides general supervision to administrative support staff.

### ESSENTIAL FUNCTIONS

**City Recorder:** Acts as City Records Officer; performs accounting, secretarial, clerical, or other functions as required; attends the meetings and keeps the record of proceedings of the City Council; prepares ordinances, resolutions and maintains the city code book; prepares and posts agendas, notices of special meetings, and notices of public hearings; prepares and distributes agenda information packets for the City Council.

Countersigns all contracts made on behalf of the city and maintains a properly indexed record of all such contracts; perform duties as the ex officio city auditor such as maintaining the general books for each fund of the city and all subsidiary records relating thereto.

Works with the state archives in the care, maintenance, scheduling, designation, classification, disposal and preservation of records; receives and fills requests for records according to public policy, i.e., Freedom of Information Act.

**Records Officer:** Ensures compliance with laws and guidelines regarding public access to city records; maintains city records management system; records documents and maps, catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMA II, UCA 11-14-202); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice; conducts GRAMA training for City Council and Board members.

**City Financial Officer:** Approves payroll checks; routine expenditures including utility bills, payroll-related expenses, supplies, materials and payments on City-approved contracts and capital expenditures which were referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year. Prepares and maintains the budget for each fund of the city; oversees purchasing, accounts receivable and accounts payable.

**Elections Officer:** Oversees city elections and assists as needed in county and federal elections.

**Miscellaneous Functions:** Serve as secretary to various boards, commissions, and committees; updates city website, maintains city email through Utah DTS and other city email accounts, updates Pipeline. Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a bachelor's degree in public or business administration or related field.  
AND
  - B. Three (3) years of responsible experience related to the above duties.  
OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- a. Considerable knowledge of the laws, ordinances and regulations governing city financial matters: considerable knowledge of special local government issues and operations: considerable knowledge of contracts, billings, accounting and office procedures, and data structures, computer programs and usage.
- b. Ability to establish and maintain a variety of records and ledgers; ability to use a variety of office machines and equipment, including computers, operating systems and software; ability to motivate, evaluate, assign work to and supervise subordinate employees; ability to establish and maintain effective working relationships with employees, other departments and the public.
- c. Working knowledge of risk management principles for fiduciary, liability, and asset coverages, etc.; principles of management, supervision, and employee motivation.
- d. Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents. Skill in the operation of PC Computer and standard office equipment as needed.
- e. Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

Preference given for Certified Municipal Clerk (CMC)

Annual Utah State Archives Records Officer certification required within six months of employment.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving.

COMPENSATION 40,000 – 60,000 Based on experience.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)