



JOB DESCRIPTION

TITLE: City Recorder
DEPARTMENT: Administration
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 10/09/2018

POSITION SUMMARY

This position reports to the Assistant City Manager and performs duties as required under State of Utah laws and Draper City ordinances. Ensures implementation of all City Recorder's Office responsibilities, including City Records Officer and Elections Officer. Provides direction and support in accordance with state and local laws. Manages the Passport Acceptance Facility program and support staff to the Administration Department. The Mayor, with the advice and consent of the City Council shall appoint a qualified person to be the City Recorder. This appointed position is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

ESSENTIAL FUNCTIONS:

- Prepares and coordinates agendas for City meetings.
- Prepares and publishes legal notices regarding public hearings.
- Prepares tentative and final city council agenda; gathers back up material, notices, copies and distributes packets. Attends city council meetings, records, transcribes, creates closed meeting minutes statement and updates minute book.
- Maintains true record of all proceedings of the city council, following through and giving attention to items acted upon, such as acknowledging communications, publishing and mailing notices, and recording documents.
- Keeps records of all written contracts, official bonds and annexation materials; keeps all records properly indexed and filed for ready reference. Responsible for records management, including archiving, maintenance, storage and destruction.
- Maintains the official City records and the City's record center.
- Assists with the codification of the Draper City Municipal Code.
- Receives, routes, and responds to GRAMA requests for the general public and City department personnel under the GRAMA requirements.
- Prepares documents and files for imaging and filing and routes them to the proper area in the records management system.
- Creates and administers a database management system to expedite the retrieval of documents and ensures scanned documents are readable and imaged properly.



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- Performs record research and retrieval of archived, computer, hard copy, current and non-current records. Locates and retrieves archived documents from in-office and off-site storage facilities.
- Administers oaths or affirmations, attests signatures on official City documents, and certifies copies of official records.
- Plans, coordinates and conducts City elections and answers related questions and assists the public as necessary.
- Acts as Passport Acceptance Facility program manager and ensures compliance with the U.S. Department of State's rules and regulations.
- Qualifies and acts as a passport acceptance agent.
- Qualifies and acts as a notary public.
- Provides supervision to assigned Administration support staff.
- The City Recorder shall perform such other and further duties as the City Council may provide by ordinance, resolution, regulation or directive.
- Prepares and manages the annual budget for the Recorder's Office.
- Submits requisitions for payments and reconciles the credit card statements.
- Performs other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

This position requires graduation from a university with an associate degree in business administration, accounting, or a closely related field, and at least two years of experience related to the duties of a municipal recorder, or an equivalent combination of education and experience. Must have a valid Utah Driver's License. It is preferred that the person in this position is a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and experience of record keeping and records management, particularly as it relates to municipalities.
2. Knowledge of city government and structure, election procedures, office management techniques, political processes, city policies and procedures.
3. Requires the ability to perform office management and recordkeeping functions.
4. Must be able to communicate effectively orally and in writing, take and accurately transcribe notes of public meetings, plan and coordinate and conduct city elections and other events, coordinate and communicate with City Council, boards, commissions, management, staff and the community.
5. Must be able to work independently establishing work or project priorities and assigning workload responsibilities
6. Ability to communicate effectively with the public under potentially adverse circumstances



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- and to work well with supervisors, co-workers, and employees in other departments.
7. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
 8. Ability to use Microsoft Office Suite and be proficient in Word, Excel and records keeping software.
 9. Skill in organizing and maintaining filing systems.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table, walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints and work schedule will vary to accommodate meetings.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.