

South Jordan City

Job Description

Title:	City Recorder	Effective Date:	10.21.2020
Org:	100150	FLSA:	Exempt/Administrative
Pay Grade:	21	Workers Comp:	Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Ensure implementation of all City Recorder’s Office responsibilities, which includes the City Archive Storage room. Chair Record Management Committee and function as the City Records Officer and GRAMA Officer. Provide direction and support in accordance with state and local laws.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Deputy City Recorder
City Council Secretary

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Supervise the Assistant City Recorder and City Council Secretary with regards to City Recorder’s Office functions. Implement policies, rules and regulations as deemed necessary and expedient; assign and evaluate work; conduct periodic performance evaluations. Advise and supervise staff regarding establishment of goals and future plans.

Prepare and administer City Recorder’s Office Budget; authorize departmental purchases, track invoices and payment authorizations for equipment and supplies; monitor expenditures to assure conformity to established fiscal constraints; prepare and write reports on department activity.

Administer Oaths of Office swearing in various City Staff and Board/Committee Members; attest signatures on official City documents.

Oversee the preparation of City Council agenda(s) and supporting documentation; review the transcription and preparation of minutes from recorded City Council and Planning Commission meetings. Attend City Council meetings. Publish and file new ordinances and resolutions to assure compliance with state laws and guidelines regarding public access.

Prepare and Administer City’s Municipal Elections and processes.

Oversee scanning, filing and archival of all original City documents (i.e. agreements, contracts, deeds & easements, resolutions, ordinances, etc.).

Follow state mandated retention schedule.

Provide information and interpretation on the role of Board/Committee members, City Council Operation policies, appointment procedures, and other questions that may arise. City Recorder will maintain a directory of elected and appointed officials and members of all Boards/Committees and this will be on file in City Recorders office.

Maintain active membership to UMCA (Utah Municipal Clerks Assoc.) and GSLCRA (Greater Salt Lake City Recorders Assoc). Attend conferences for training as designated for City Recorders.

As Records Officer, should be knowledgeable about the City's records and perform various duties such as working with State Archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of all City records; Process and track GRAMA Record Requests to assure compliance with Utah laws. Train staff members in GRAMA and records retention; chair GRAMA committee.

All or a majority of the essential job duties may be performed from a remote location.

Performs other duties as assigned

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Five (5) years of administrative and technical experience related to the above job duties

OR

C. Bachelors Degree from an accredited college or university with major course work in public administration, business management, accounting or related field;

AND

D. Two (2) years of administrative and technical experience related to the above job duties.

2. Special Qualifications:

Must be licensed in the State of Utah as a Notary Public or within six (6) months of employment

Certified Records Officer or obtain within six months

Certified Municipal Clerk or obtain within one year

Supervisory experience preferred

Local government experience preferred

3. Knowledge, Skills, and Abilities:

Knowledge of principles of supervision and management practices and procedures; objectives, and department operation; principles and practices of budgeting and general governmental procedures; practices regarding personnel principles and practices; and interpersonal communication skills; modern practices related to personnel training, management and motivation. Knowledge of modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Ability to process information, interact with computer programs, make decisions and solve problems. Develop specific goals and plans to prioritize, organize, and accomplish work tasks. Effectively communicate, verbally and in writing. Work independently and deal effectively with stress caused by continuous public contact in an often fast-paced environment. Maintain effective working relationships with supervisors, fellow employees and the public.

Ability to handle and maintain highly sensitive material in a professional manner.

Skill in communication through contact with other departments, furnishing and obtaining information; exercise tact and judgment to avoid friction; frequent contact with executives on matters requiring explanation and discussion; outside contact with public presenting data ideas and concepts that may influence important decisions; contact with elected officials and leaders of other organizations.

Ability to plan, organize and direct the implementation of overall City Recorder's Office programs and objectives; evaluate performance without partiality; communicate effectively, both verbally and in writing; make quick and accurate decisions in stressful situations; develop effective working relationships with local elected officials, city merchants, subordinates, and the public.

4. Working Conditions:

Functions of the position generally performed in a controlled environment, but subject to considerable exposure to stress and fatigue caused by personal accountability for high impact decisions. Various levels of mental application required, i.e. memory for details, emotional stability, critical thinking, creative problem solving. Regular use of a vehicle, copier, phone, adding machine, personal computer and printer.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Adm Support
Location:	City Recorder	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	140