



BAKER CITY, OREGON

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541-523-6541 Voice/TDD

www.bakercity.com

BAKER CITY'S MISSION STATEMENT

The Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

Non-Union
FLSA Status : Exempt

Reports to

City Manager
Department: Administration

Salary Grade/Level/Pay Range

Base to Step 4

Date

March 2023

CITY RECORDER/EXECUTIVE ASSISTANT/IT LIAISON

JOB DESCRIPTION

Summary/Objective

This is a non-represented, confidential position. Performs a variety of managerial and administrative duties to provide accurate and easily retrievable of official records for the City. Monitors and tracks various records, documents and requirements for projects, meetings, agreements, leases, etc. Serves as City's Elections Officer and provides administrative support, as directed by the City Manager, to the City Council.

As support staff to Department heads, performs a variety of routine and complex clerical and secretarial work in keeping official records, and providing administrative support to the City Manager, all Directors and other administrative staff as necessary and in assisting in the administration of the standard operating policies and procedures of the departments. This position is required to work cooperatively in a team-oriented environment, assisting other personnel and/or departments as necessary.

As IT Liaison, the position has the responsibility of managing all organizational technologies and providing technology support and training. Primary duties include, analyzing systems and processes, maintaining workstations and networks, and designing, developing and maintaining Web-based applications. Troubleshoots and reports telephone system problems and assists the City Manager in keeping the system current.

Supervision Received

This is a confidential employee position dealing with elements of confidentiality normally addressed by the City Manager and works under the general supervision of the City Manager who assigns non-routine tasks and reviews work for conformance to departmental policies and procedures through observation of work methods and completed tasks.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acts as Executive Assistant to the City Manager and provides assistance, as directed, to the City Council and provides clerical, confidential secretarial, and administrative work, including answering phones, scheduling appointments, composing, typing, and editing a variety of correspondence, reports, memoranda, notices, and other material requiring strong independent judgment skills as to content, accuracy, format and completeness, from information supplied by rough draft, written or oral instructions, using personal computer for word processing and other programs as necessary.
2. Develops a variety of documents such as minutes, agreements, leases, proclamations, resolutions, contracts, ordinances, correspondence, notices, reports, lists, etc.
3. Assembles and finalizes City Council and assigned commission/committee meeting packets and agendas. Advertises meetings and arranges for publication of public notices. Attends City Council and other commissions and committee meetings as required; maintains attendance records, takes notes and prepares meeting minutes.
4. Ensures proper maintenance, storage, and destruction of official City records and public documents. Develops and maintains record databases for City documents. Codifies City ordinances. Serves as State of Oregon Notary Public.
5. Acts as City Elections Officer. Prepares appropriate forms, sets up election file, accepts completed candidate forms, and performs other related duties. Coordinates elections with Baker County elections department.
6. Performs a variety of other general office tasks, such as, providing office support, answering telephone, typing, photocopying, and filing.
7. Assists personnel in arranging meetings, appointments, advertisements; works cooperatively with outside agencies in scheduling and arranging meetings and conferences. May, during absence of Human Resources Manager, act to ensure all tasks are handled in timely and efficient manner and generally perform to keep office functioning smoothly.

8. Acts as telephone and office receptionist, receiving public, answering and directing callers, applies knowledge of departmental operations in answering public inquiries; obtains information from callers for departmental records.
9. Maintain attendance and punctuality in accordance with City policies and standards.

Other Identified Task Statements/Duties

1. Provide backup to other positions in work area. 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.

Required Knowledge, Skill, and Abilities

Knowledge:

- Computers and electronic data processing;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation, and composition;
- Public relations techniques and effective public service policies.

Skills:

- Typing 55 wpm - net minimum to start and 65 wpm net minimum at end of probationary period;
- Operation of calculator, personal computer;
- Operation of Microsoft programs;
- Operation of Windows Applications;
- Operation of copying equipment;
- Operation of facsimile machine, telephone;
- Operation of motor vehicle (current Oregon Driver's License without points on the driving record.)

Ability to:

- Derive pertinent information from people;
- Learn departmental policies and procedures;
- Learn departmental record and filing system;
- Learn Windows software and other personal computer programs and software as assigned including Microsoft Teams, SharePoint, Microsoft exchange, Civic Clerk, and Civic Plus;
- Understand and follow oral and written instructions;
- Make decisions independently in accordance with established policy;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Work harmoniously with public, state and federal agencies and contacts, co-workers and City administrators;
- Work cooperatively as a team member;
- Work under pressure and handle stressful situations;

- Mentally handle verbal abuse from the public;
- Organize and plan own work schedule to meet workflow demands in timely and efficient manner;
- Maintain confidentiality regarding organizational and departmental records and information;
- Assess organizational needs for format and supply of departmental materials and supplies;
- Effectively communicate and cooperate verbally and in writing, with public, staff, business community and developmental entities;
- Demonstrate well-developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
- Perform essential functions of this position with or without accommodation.

Supervisory Responsibility

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed mostly in a standard office atmosphere. The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public.

Tools and Equipment Used

Personal computer, iPad, including word processing, database software, spreadsheets, 10-key calculator; phone, copy machine, fax machine, and motor vehicle (with valid Oregon Driver's License without points on driving record).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. 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 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are generally Monday thru Thursday, 7:00 a.m. to 5:00 p.m., Friday, 7:00 a.m. to 11:00 a.m., 40 hours per week; may be required to work additional hours. Operation of motor vehicle, occasional response to emergency situations in off-hours and attendance at meetings or activities outside of normal working hours is also required.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience:

Minimum Qualifications:

- Pass typing test of 55 wpm net; must type 65 wpm net by end of the probationary period;
- Proficient in Microsoft Word;
- Advanced knowledge of office procedures, English, spelling, and grammar;
- Equivalent to high school diploma plus additional specialized courses in English and Grammar and over three years related experience, or any satisfactory combination related education and experience which demonstrates the knowledge, skills and abilities to perform the above duties.

Previous Education and Experience:

Preference is given to applicants with previous experience as a City Recorder or experience in a municipal office environment in which the individual was responsible for various elements of responsibility associated with the City Recorder position. The position will be required to become a State of Oregon Notary Public within 90 days of hire.

Additional Eligibility Qualifications

1. Must possess or be able to obtain a valid Oregon State Driver's License within the first six months of employment.
2. This position is appointed by the City Manager and is an at-will position.
3. No employee shall impose a direct threat to him/herself or others.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

City Manager: _____

Human Resources Director: _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Adopted: 04/2019

Revision date: 03/2023