



## **JOB DESCRIPTION**

Title: CITY RECORDER

Department: Administrative

FLSA Status: Exempt

Effective Date: April, 1 2016

### GENERAL PURPOSE

As a city recorder and a statutory appointed position, under the broad supervision of the Mayor, performs duties of the Recorder including a variety of complex and routine administrative duties as needed to expedite the processing, maintenance and upkeep of city records, minutes, contracts, publications, documents and information. Assures proper procedures for filing, cross-referencing, and archiving records. Serve as a finance officer, performs or oversees a variety of complex financial and accounting functions for the city. Ensures compliance with standard governmental practices as required and maintains financial records of the city. Also serve as elections officer

SUPERVISION RECEIVED: Mayor and/or City Administrator.

SUPERVISION EXERCISED: Oversees the day to day activities of the city office administrative personnel.

### CENTERFIELD CITY JOB DESCRIPTION - CITY RECORDER/FINANCE OFFICER

ESSENTIAL FUNCTIONS Serves as the City Office Manager. Directs, oversees and participates in the development of the department's work activities, projects and programs; monitors a workflow. Provides or coordinates training; Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Mayor, City Council and City Administrator; prepares and presents reports and other necessary correspondence.

Oversees the proper classification, filing, retrieval, storage, destruction and archiving of all City records as required by law; keeps a record of the official proceedings of the City as required by law. Maintains the city seal. Must be bondable.

Responsible for the preparation of the agendas for all city council and planning and zoning meetings and notification of such to local media outlets and posting to the City website per statute. Responsible for the preparation of legal publications for all public hearings held by the city council. Responsible for the proper transcription of the Council minutes and postings to the City and State websites. Assigns ordinance numbers and keeps a record of all passed ordinances

and resolutions. Ensures timely codification of city ordinances. Provides citywide records management including the care, maintenance, designation, classification, disposal and preservation; maintains service terms of city officials. Receives and coordinates fulfillment of requests for City records in compliance with GRAMA. Works toward becoming a Certified Records Officer.

Monitors the proper execution of all City contracts and agreements to ensure approval by all necessary City departments and officials. Receives all claims and law suits against the city; works with the city's insurance companies in resolving claims. Performs official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials. Conducts and supervises all City elections as provided by law; coordinates judges, polling places, and supplies. Receive and report election results. Licenses and insures all city vehicles and ensures the completion of all safety inspections.

Participates in relevant boards, commissions and committees; maintains membership in professional groups. Oversees and gives direction on requests for annexation.

Fulfills critical functions of the City Recorder, as defined by Utah law. Performs other related duties as required.

Serves as purchasing assistant to the Mayor and/or city administrator in accordance with applicable federal, state and local law. Assists the Mayor and/or city administrator with City procurement transactions, with fair and open competition under varying market conditions, in order to satisfy public needs for supplies, services, and construction at the most economical prices through competitive bidding and public notice; establishes and maintains a procurement library.

Works with the Mayor, City Council, and City Administrator in the preparation of the annual budget; submits the annual budget to the State Auditor. Works with the County Assessor in setting the annual tax rate; prepares notices and information required for property tax increases including any Truth in Taxation hearings.

Assists in the preparation of the Administrative budgets; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid year adjustments.

Maintains and balances accounts against other accounting records; prepares monthly financial reports for department heads and other special reports and financial statements; makes adjusting entries as required.

Perform all functions related to fixed assets; identify, tag, inventory, input into the computer, depreciate, and prepare necessary reports. Reconciles perpetual inventory to general ledgers for annual inventory and adjust general ledgers appropriately as required.

Performs general accounting functions for all departments; makes final accounting of cash funds, vouchers, encumbrances and related accounting matters; oversees the reconciliation of the bank accounts of the City. Aids independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested.

Reviews purchase orders for accuracy; reviews check requests and purchase requisitions; compares expenditures with budget appropriations, as assigned. Processes accounts payable weekly (data entry, verification, reconciling, updating). Receives invoices via mail and e-mail and distributes to various departments for coding as necessary. Files related reports, supporting documentation, prepares and mails all checks. Is responsible for reconciling accounts payable and miscellaneous deposits on a quarterly basis.

Processes 1099 information and prepares required reports and forms. Maintains W-9 records and ensures compliance with all applicable IRS guidelines.

Tracks, manages, and issues all city credit cards. Audits all petty cash. Processes city credit card statements and related journal entries. Monitors city utility and fuel purchases. Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Preferred; Graduation from college with a bachelor's degree in Accounting, Finance, Business, or other related field.
  - OR
  - B. Three (3) years of progressively responsible experience related to the above duties
  - OR
  - C. An equivalent combination of education or experience, such as the designation of certified municipal clerk.
  
2. Required Knowledge, Skills, and Abilities: Working knowledge of document review, and records maintenance procedures. Basic understanding of laws governing records retention, archiving, management and access (GRAMA); coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, and documents.

Familiar with governmental accounting standards, capital asset and debt administration, depreciation, cash flow accountability, and account accruals.

Ability to write clear and accurate reports; exercise initiative, independent judgement and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive information; operate various computer programs (WordPerfect, Microsoft Office e.g. Word, Excel, to produce or compose formal documents; work under stress from various sources; communicate effectively verbally and in writing; maintain effective working relationships with elected officials, department heads, subordinates, and the public.

3. Special Qualifications: Must be bondable.