



Helper City



HELPER CITY RECORDER JOB DESCRIPTION

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Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

Serves under the direct supervision of the Helper City Mayor. The City Recorder utilizes best-practices and technologies, is a principal participant in the effective management, retention and retrieval of City records. The City Recorder attests the legal documents of the City, keeps the corporate seal. The City Recorder is responsible to the City Council which shall have equal and independent access for the services with respect to legislative functions including but not limited to the capture, preparation, maintenance and storage of the official minutes, records and actions taken by the Council. The City Recorder provides a primary role in the process of public notification including responsibility of providing the correct form of public notices, announcements and advertising. Serves as a primary purchasing agent and the City’s election officer. The person serving in this position must be bondable, that is worthy of bond or insurance coverage.

SUPERVISION RECEIVED AND EXERCISED

The City Recorder receives job responsibilities as appointed by Helper City Mayor.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Establishes the strategic direction for the Recorder’s Office with regard to records management, storage, public notice for City Council and retrieval of information and records, with an emphasis on transparency and public access. May assist the Mayor with proclamations.
2. Assisting with creating, maintaining, codifying and retaining all Ordinances and Resolutions and appropriately posting of such.
3. Responsible for recording, preparing and making available through various electronic media the minutes of City Council meetings. Trains other City entities to record and prepare agendas and minutes such as the Library and Helper Museum Boards, etc.
4. Responsible for the proper transcription of City Council meeting minutes and postings to the City and State Websites.



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5. Works with the Mayor and City Council on bids and Requests for Proposals, responds to questions from potential vendors, maintains sealed bids until proper opening and keeps record of all materials in the project file.
6. Responsible for working with the City Attorney on legal matters and GRAMA requests. Ensures notification to authorities including insurance, etc. Keeps City Council informed of legal actions along with the City Attorney. Processes GRAMA requests.
7. Election responsibilities include running all municipal elections, posting all necessary notices and candidate financials with election laws. Assists candidates with signing up and ensuring they met proper qualifications to run and any other election related activities.
8. Maintains accurate records of transactions relating to real property owned by the City, records and preserves real property deeds and related abstracts of title and title insurance policies relating those transactions.
9. Performs all governmental reporting necessary.
10. Responsible for W-2, 1099's for tax purposes in support of city employees.
11. Provides invoices for non-utility payments as an example, the Carbon County Fire contract, city rentals, grants or donation funds.
12. Responsible for reporting state sales tax, with holding and FICA and Federal 941 Reports.
13. Countersigns and maintains public file of all contracts, bonds and official documents. Mails formal City Council notices and coordinates the development and mailing of City departmental notification, notices and public communication.
14. Directs associated staff in the performance of transcription, distribution and storage of minutes and associated records and notices from City Council meetings and agendas; technological tracking and distribution of Council meetings minutes, city ordinances and other contractual documents.
15. Oversees the publication of official notices for City Council.
16. Performs the overall accounting function for the city including drafting of budgets, responding to questions regarding city budget.
17. Performs associated accounting duties including but not limited to accounts payable, bonds, budget, city financials, journal entries, payroll, monthly, quarterly and yearly reporting, serves as point for city insurance and makes insurance recommendations to City Council.
18. Handles seized funds from the police, tracks and distributes to appropriate parties based on court direction. Coordinates with the Police Chief on witness payments.
19. Works with Department of Workforce Services and handles unemployment claims.
20. Performs payroll functions.
21. Provides training on proper accounting practices for all departments of the city.
22. Reviews invoices and requests for payment to verify authorization and compliance with purchasing policy, budget and debt limits.



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23. Prepares and maintains custody of checks.
24. Responsible for auditing activity in conjunction with resources deemed necessary.

MINIMUM QUALIFICATIONS

1. Must complete Public Meetings Act training, GRAMA training and records management training.
2. Must attend yearly training for Recorders.
3. High School graduate, Associates Degree or Bachelor's a plus.
4. Five (5) years progressively responsible experience in the business management, legal reporting, electronic filing and retrieval, distribution of legislative documents and decisions and provision of public notice.
5. Related experience and education may be substituted one for the other on a year for year basis.
6. Knowledge of governmental accounting.
7. Excellent computer knowledge of Microsoft programs.
8. Strong working knowledge of records maintenance and the legal requirements for the development, distribution and retention of official legislative documents.
9. Ability to establish and maintain effective working relationships with elected officials, department heads, employees and the general public.
10. Ability to communicate orally and particularly in writing the actions of City Council to other departments, the general public and all others who utilize the services of the Recorder's Office.
11. Ability to demonstrate an advanced working knowledge of the current state of Municipal Recorders industry, current best practices to advance the efficiency and effectiveness of the office.
12. Demonstrated knowledge and ability related to the process of public notification including public notices, advertising and communication strategies.
13. Ability to identify and research best practices and trends for Municipal Recorders related to long term goals.
14. Must possess skills related to flexibility and adaptability of processes in order to be a change agent in the implementation and advancement of procedures, methodologies, tools and technologies to streamline processes related to Municipal Recorders.

WORKING CONDITIONS

1. Light physical effort. Comfortable working positions. Handles light weights, intermittent sitting, standing and walking.
2. Considerable exposure to stress as a result of human behavior, frequent deadlines and the general demands of the job.

PHYSICAL DEMANDS



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of up to 10 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.