



Department: Administration
Position: City Recorder

Applications are currently being accepted for a full-time City Recorder. Final selection will be based on training and experience at the City's discretion. Salary range is \$41,600 to \$60,000 with a generous benefit package.

This position is supervised by the City Administrator. Job duties include administrative, technical and complex clerical duties related to coordinating, organizing and controlling city-wide document management, city elections and related administrative functions established by state statute or local ordinance. Typical work hours are Monday through Friday 8:00 AM to 5:00 PM. This position is also required to be at City Council meetings which are typically held the second and fourth Tuesday of the month at 7:00 pm.

This position requires a high school diploma, two years of relevant training, and five years of progressively responsible related experience, or a combination thereof. Candidates with Certified Municipal Clerk designation are preferred.

To be considered for this position, please submit a cover letter, resume, and job application. An electronic application is required and is available from our website www.alpinecity.org. Applications submitted without a cover letter and resume will not be considered. If you have any questions regarding the position, please contact Carolyn Riley at (801) 756-6347 ext. 0 or at criley@alpinecity.org. Position is open until filled. First review of applications will be in mid-February 2020. EOE.



Alpine City Job Description

Title:	City Recorder	Effective Date:	1/2020
Department:	Administration	Last Revised:	1/2020
Status:	Full-Time		

GENERAL PURPOSE

Performs a variety of **administrative, technical and complex clerical** duties related to coordinating, organizing and controlling city-wide document management, city elections and related administrative functions established by state statute or local ordinance.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

City Recorder: Implements policies, procedures and practices affecting the receiving, processing and maintenance of all city files, records, contracts, agreements and related official documents of the city; serves as custodian of the records and city seal; acts as notary public, attests to signatures on official documents and contracts.

Prepares agenda(s) and packets for official legislative or executive meetings of the city, including City Council; attends council meetings, takes, transcribes and publishes minutes; records, publishes and files new ordinances and resolutions.

Takes minutes, imports minutes into permanent records, files and cross-references, uploads minutes to the State public notice website and City website; maintains permanent hard copy records in minute books; maintains permanent record of all original documents and records and makes them electronically accessible to city staff, copies and reference book for resolutions and ordinances; maintains bonds and bonding; administers oaths to city officers and maintains file of all oaths.

City Records Officer: Ensures compliance with laws and guidelines regarding public access to city records; maintains city records management system; records documents and maps, catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMA II, UCA 11-14-202); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Prepares postings and public hearing notices; establishes methods for the recording and maintaining of all records, minutes of all proceedings, ordinances and resolutions passed by the city council and the posting or publishing of all ordinances; may certify by ordinance the annual tax levies to the county auditor; receives and files finalized city budgets and may issue copies to state auditor; distributes public copies as requested.

Works with all Departments to ensure that they have training and guidance in following Federal, State, County, and Municipal Code in reference to retention of City documents as well as the Open Meetings Act.

City Elections Official: Acts as city Elections Official; coordinates and manages city elections by ordering supplies, selecting judges and polling places, tabulating election results and auditing returns; coordinates elections with the Utah County Clerk's office and the State of Utah; adjudicates election complaints and disputes and maintains security of election proceedings; conducts special elections by referendum or initiative petition.

Resolutions & Ordinances: prepares resolutions and ordinances for adoption by city council; works closely with City Administrator and other department heads in drafting resolution and ordinance language and preparing documentation and required public notices; oversees codification of ordinances.

Cemetery: Acts as cemetery sexton; manages the sale of cemetery plots and coordinates burials with mortuaries; processes grave opening orders; maintains cemetery records on record keeping software.

Annexations: Certifies annexation petitions; reviews and verifies accuracy of plats and maps; issues proper notice and accepts written protests as prescribed by state statute; instructs property owners in annexation procedures, i.e., preparation of petitions; performs certification

of petitions according to state law; distributes notices to proper entities; publishes meeting notices, schedules public hearings; files plats; prepares amendments to Articles of Incorporation.

Subdivision Plats/Property Changes: Reviews submission of plats; determines proper signature authorization; ensures timely filing of plats with county recorder; maintains copies of city plats and maps; maintains records of all special improvement districts (SID's), special assessment areas (SAA's), redevelopment area's (RDA's), etc.; works with city staff, developers and land owners to record subdivision plats, boundary line adjustments, easements, deeds and other official property documents with the County recorder's office.

Business Licenses: Processes business license applications; issues business licenses; maintains a record of both active and inactive business licenses in Alpine City.

Monthly Newsletter: Prepares the monthly city newsletter, including writing articles, editing and layout.

Special Projects:

Assists department heads in performing a variety of special projects as directed.

Customer Service: Provides quality customer service by providing timely and accurate information to the public; portrays a positive public image and works with the public and other employees in a courteous and professional manner.

Secondary Duties: Answer incoming telephone calls and questions from walk-in customers; other duties may be assigned as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, two (2) years of specialized training provided through professional workshops, in-service programs or college courses;
- AND
- B. Five (5) years of progressively responsible experience directly related to above duties.
- OR
- C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; Utah Elections Act; Utah Open and Public Meetings Management Act; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents. **Working knowledge of** administrative procedures; city government and inter-relationship of various city functions; technical writing. **Some knowledge of** bookkeeping, accounting, general research methods, sources, and procedures.

Working skill in providing customer service to ensure efficient and effective interaction with the citizenry, customers and vendors of the city.

Ability to understand and interpret laws and ordinances governing the operation of the office of city recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows) and city database system in utilizing various programs and applications to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

Must be or become within two (2) years of appointment, a certified Municipal Clerk. Must be or become a Certified Records Manager. Serves as the city Public Notary. Must be bondable. Must have a valid Utah drivers license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)