



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

POSITION: Deputy City Recorder
Administration Department

This is a full time, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Performs a variety of routine and complex administrative, technical and professional work in support of the City Recorder's office.

Training Process:

This position has a target start date of January 2008. The selected candidate will participate in a 2 month training period with the current Deputy City Recorder.

MONTHLY SALARY GRADE:

Non-Exempt Grade 11: \$3040 - \$3737

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, four (4) years progressively more responsible experience equivalent to an Office Specialist or Administrative Assistant in a local government position or equivalent combination of experience and training which demonstrates the ability to perform the above described duties and responsibilities.

Special Requirements/Licenses:

Must obtain a current Oregon Notary Public designation.

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire.
Must have a safe driving record.

Desirable Requirements:

Municipal Clerk Certification or enrollment in program leading to CMC.
College course work in public administration highly desirable

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
Phone: (541) 548-8196 x324
2158 SE College Loop, Suite B
Fax: (541)548-6379
Redmond, OR 97756
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be received by the above Employment Office **no later than 5:00 PM, Friday, October 26, 2007.** Faxes are acceptable if received by the deadline and are complete.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening, a thorough criminal history investigation, and an FBI background check.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Deputy City Recorder
DEPARTMENT: Administration
STATUS: Non-Exempt
SALARY GRADE: Grade 11
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs a variety of routine and complex administrative, technical and professional work in support of the City Recorder's office.

ESSENTIAL JOB FUNCTIONS:

Assists in the preparation of City Council meeting agendas and the compilation and distribution of City Council meeting and information packets.

In the absence of the City Recorder attend council meetings as Clerk of the Council; takes official minutes of the meetings and transcribes minutes into the official City Council minutes.

Reviews list of agreements and lease for accurate and appropriate documentation specifically the review of certificate of insurance requirements.

Assists the City Recorder with the preserving, maintaining and indexing of official City records and documents including contracts, agreements, resolutions, ordinances and orders in compliance with Federal, State and Local laws by various means of approved media.

When requested or in the absence of the City Recorder prepare and distribute City Council meeting agendas and information packets to elected officials, staff, news media and general public.

Assists in accepting official election documents from local election candidates.

Assists in posting and communicating with the public and city departments regarding open commission positions.

Serves as an Oregon Notary Public.

Inputs data to standard office and department forms, creates forms as needed, compiles data for various reports documents.

Receives the public and answers questions, responds to inquiries from staff, citizens and others and refers when necessary to appropriate persons.

Composes, types and edits documents requiring independent judgment as to content accuracy and completeness

Attends seminars and workshops to keep current and up-to-date on City Recorder responsibilities.

Serves on city or other related committees. Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma or equivalent, four (4) years progressively more responsible experience equivalent to an Office Specialist or Administrative Assistant in a local government position or equivalent combination of experience and training which demonstrates the ability to perform the above described duties and responsibilities.

Special Requirements/Licenses:

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SUPERVISION RECEIVED:

Work is performed under the general direction of the Director of Human Resources who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

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 or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up; to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, audio recorder, calculator, telephone, copy machine, fax machine and postage machine. This position requires the use of City vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Sharon Harris

Human Resources Director

ADOPTED: February 1998

REVISED: July 1, 2001; July 1, 2007