

Assistant to City Administrator / City Recorder Job Description

CITY OF VERNONIA, OREGON Job Title: Assistant to City Administrator/ City Recorder

DEPARTMENT: Administration REPORTS TO: City Administrator EXEMPT/NON: Exempt

GENERAL POSITION SUMMARY: This position performs specialized administrative and other managerial work involved in the conduct of official city business. Under the supervision of the City Administrator, this position serves as the Clerk of Council, and City Records Manager overseeing records management and being responsible for coordinating City Council and other committees meetings and agendas and ensuring compliance with laws governing public meetings, records and elections. It is anticipated that this position will also serve and function as the Floodplain Manager functioning as the principal community coordinator in the daily implementation of Vernonia's flood loss reduction activities including enforcing the community's flood damage prevention ordinance, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). In addition this position will have some oversight on the Utility Billing System

The successful candidate will be innovative, analytical, and creative in their approach to technology and problem solving techniques. Provides excellent internal and external customer service. Ability to work with other employees, agencies, officials, committees, and the general public.

Salary will be \$2,953.60 per month (plus benefits and PERS) until June 31, 2015. Beginning on July 1st, 2015 there will be an adopted increase in salary of \$3,293.34 per month (plus benefits and PERS). Submit a letter of interest, resume and a completed City application to: Human Resources Department, City of Vernonia, 1001 Bridge Street, Vernonia, OR 97064 or email all documents to financial@vernonia-or.gov. Application materials and full job description are available at: www.vernonia-or.gov, or in printed format at City Hall. All application materials must be received prior to midnight on Sunday, February 15, 2015. For additional information, please call Human Resources at (503) 429-5291 x 107.