

Assistant to the City Administrator / City Recorder

GENERAL PURPOSE

Performs a variety of routine and complex administrative work. This position reports directly to the City Administrator and serves as a member of the City's senior management team. The incumbent must possess knowledge and understanding of citywide issues and political acumen to recommend solutions to problems and to achieve City Council and organizational goals and objectives. The incumbent must adhere to Charter and other legal requirements. A blend of firmness and tactfulness is absolutely necessary in dealings with elected officials and citizen groups with different viewpoints. Additionally, the incumbent must adapt to long working hours, and attend evening Council meetings and other special meetings required by the City Administrator and City Council.

Supervision Received

Works under the general direction and supervision of the City Administrator.

Supervision Exercised

Supervision is not a normal responsibility of this position.

Essential Duties and Responsibilities: *The following list is not meant to be all inclusive.* Generally, the Assistant to the City Administrator / City Recorder performs assigned operations and responsibilities to achieve the department's goals within available resources. Assists the City Administrator in the performance of his/her assigned responsibilities. Represents the City Administrator at meetings as required. Serves as staff to various citizens committees and reports to City Administrator activity of the committees. Performs a variety of other activities as requested by the City Administrator. *Other duties may be added as needed or directed.*

City Council Clerk: Prepares and advertises meeting agendas, bid and other advertisements, legal notices of public hearings and special meetings. Attends regular and special City Council meetings. Provides an accurate recording of the proceedings, prepares the minutes, records, indexes and files for the public record. Coordinates announcements of City Council vacancies and replacement schedule. Prepares and distributes council packets, copies, schedule appointments, and arranges meetings, including room set up. Performs similar functions for other official City meetings.

City Recorder of Records and Documents: Serves as custodian of official City records and public documents in accordance with State Archives record retention laws; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, bonds, or other documents requiring City certifications; catalogs and files all City records. Establishes and enforces records management standards and records retention schedules for all records in all departments in the City. Provides public records and information to citizens, civic groups, the media and other agencies as requested pursuant to Public Records Law. Files and maintains filing system for ordinances and resolutions of the Council. Maintains Vernonia's current Municipal Code. Codifies new ordinances. Maintains department copies and digital/internet copy of code. Assists in preparation of ordinances and resolutions as directed.

Elections Officer: Acts as City elections officer. Processes petitions and prepares required notices and forms for media, County Clerk, and others and arranges for the placement of measures on the ballot and date of elections, in coordination with City Attorney. Monitors official elections for legal

compliance and posts election results. Assists interested citizens in filing for vacant positions and campaign filings. Collects necessary paperwork and keeps on file. Prepares and monitors election schedules.

Administrative Assistant: In assistance to the City Administrator, will respond to public requests for information and distributes information as requested. Processes public inquiries and complaints; researches and assembles information for response as required.

Communicates with public regarding City programs, policies, and procedures. Provides administrative support to City Administrator. Types and edits a variety of correspondence, e.g., letters, forms, memos, agendas, minutes, staff reports, monthly reports, and other materials as directed. Provides assistance in preparing, posting and publishing public notices, advertisements, etc. for public contracts, meetings, and hearings. Administers oaths of office to public officials if required; Ability to receive Notary Public Certification within one year of hiring. Attends seminars and workshops related to City Recorder's duties and responsibilities as authorized and as needed to perform functions in accordance with current law and practice. Performs other duties and tasks as directed by the City Administrator.

Floodplain Manager: Functions as the principal community administrator 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).

It is anticipated that the Floodplain Manager will:

In collaboration with the City Planner; issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance. Explain floodplain development requirements to community leaders, citizens, and the general public when requested. Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS). Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, Vernonia's floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates (with original signature and seal). Maintain the Community Floodplain Management Reference Library.

Assist in the preparation of Standard Operating Procedures (SOP) for the overall Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance. Review coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others. Provide floodplain management guidance related to community flood protection, floodplain management, and flood mitigation projects. Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination. Monitor and coordinate other Federal and State Floodplain Management programs. Participate on the Emergency Response Team in a capacity specified by the City Administrator.

Conduct an annual review of the FEMA "Repetitive Loss" list to identify properties, located within the community, to verify accuracy and establish priorities for possible mitigation. Correspond with FEMA.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field. Master's degree preferred, and
- (B) Two (2) years of related experience in a local government office setting; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the principles and practices of modern public administration; Working knowledge of modern records management techniques, State and federal laws governing area of assignment. Project management theories and principles. Reporting responsibilities to regulating agencies. Report writing and presentation techniques.

(B) Skill in operation of personal computers and related software applications.

(C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing. Comply with safety requirements of the position and actively promote safe work practices. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

(D) Typical candidate will have 1-2 year experience within the National Flood Insurance Program (NFIP) and Floodplain mapping and mitigation.

(E) Understanding of Municipal Utilities operations and Utilities billing Systems.

PHYSICAL AND MENTAL DEMANDS

Frequent repetitive motions including, but not limited to, hand, wrist and finger movements; daily Walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting a majority of the time. Jobs are sedentary. If walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.