

Job Description

Assistant City Recorder Job Description

GENERAL:

Under direction of the City Recorder, employee is responsible for assisting the City Recorder with the daily operation of city government activities and support services. Under the direction of the City Recorder, the employee performs a variety administrative work dealing with the finances and record keeping of the city. This position also supplies administrative support to the City Manager, Department Heads, and city boards and commissions.

MINIMUM REQUIREMENTS:

High School equivalent (Bachelor's degree from a four-year college or university preferred), or a combination of education and work experience in a related field such as finance, bookkeeping, or administrative support. Must have valid driver's license.

SPECIAL REQUIREMENTS:

Must be capable of obtaining State Certification for Municipal Clerks and Recorders and Certified Municipal Finance Officer Certification within three years employment.

DUTIES AND RESPONSIBILITIES (may include but are not limited to the following):

- Assists with preparation of the city budget, personnel policies and procedures, etc.
- Preparation of daily bank deposits and balance of bank statements.

- Acts as purchasing agent for the city in accordance with State law and purchasing policies and procedures adopted by the city.
- Assists with personnel administration, including employee payroll, personal and vacation time, and benefits administration, including updates on employee calendar.
- Provides assistance in preparing, posting and publishing meeting agendas, public notices, bid and other advertisements, legal notices of public hearings and special meetings.
- Provides an accurate recording of the proceedings of town meetings, prepares the minutes, records, indexes and files for the public record.
- Works to ensure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested pursuant to Public Records Law.
- Maintains filing system for ordinances and resolutions of the Board of Commissioners.
- Acts as administrative interface with public providing customer service by responding to public requests for information and distributing information as requested.
- Receive and track reservation requests for city owned facilities including activity center, pavilions, and ball fields.
- Types and edits a variety of correspondence, e.g., letters, forms, memos, agendas, minutes, staff reports, monthly reports, and other materials as directed.
- Any and all other work requests as needed.