

**CITY OF MILL CITY
JOB DESCRIPTION**

CITY CLERK/REID HOUSE FACILITATOR

GENERAL STATEMENT OF DUTIES:

Under general direction of the City Recorder, this administrative support position is primarily responsible for agenda preparation as well as transcribing minutes of meetings of City Boards and Commissions including but not limited to Planning Commission, Budget, Reid House and Council. Maintains the custody and management of official records. Maintains the City's official website. Assists the City Recorder in all areas of administration as needed and serves as back-up to City Recorder.

Acts as facilities and event coordinator for The Reid House. Assists in all aspects of event coordination including but not limited to, inquiries, scheduling, planning and execution. Responsible for basic management of facilities; coordinates maintenance, cleaning, marketing and sales, office space rental and oversight of visitor's center.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

This is a split position: 50% City Clerk, 50% Reid House Facilitator.

A position in this class performs a variety of highly responsible and complex clerical, secretarial and administrative duties and assists in the daily operations of the City. Provides back-up in building and planning as requested. Coordinates facilities management for and manages scheduling of The Reid House. Organizes volunteers for visitor's center as needed. Work involves considerable contact with the general public. An employee in this position is generally expected to work independently, but refers exceptional situations to other appropriate personnel.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Recorder.

SUPERVISION EXERCISED:

Not generally a supervisory position. May exercise supervision over volunteers of The Reid House.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

City Clerk

1. Assists with preparation of City meeting agendas and tentative agendas; assembles and distributes agenda packets; sends out public notices for posting according to State laws.
2. Transcribes minutes of City Council and Commission meetings.
3. Provides support to the City Recorder. Fulfills duties of City Recorder in her/his absence, including attending, recording the meeting and taking minutes.

4. Prepares documentation necessary in the publishing, posting and mailing of legal notices as requested by the City Recorder, including but not limited to, typing and sending out notices; securing publishing and posting of legal notices and performing related follow-up and filing activities.
5. Manages and maintains City electronic records management program. Assists in the creation, testing and implementation of automated records systems.
6. Maintains custody and indexing of official minutes, orders, ordinances and resolutions. Assures appropriate distribution of signed ordinances, resolutions, and other documents approved by City Council.
7. Maintains files of official agreements, contracts, petitions, easements, deeds and other legal documents. Files, maintains retention and disclosure requirements, maintains indexing of contracts, agreements, real property records and other City records.
8. Provides public information and public records to citizens, civic organizations, news media and other public agencies in compliance with Oregon Public Records Law.
9. Archives and maintains the records for all City departments based on State policy and practices in areas of records creation, maintenance, security, retrieval and disposition. Identifies record and non-record materials; prepares and maintains file inventory records. Preserves and destroys records according to the Oregon Archives Retention schedule. Assists staff in the retention of files.
10. Assists in the development of the City's website. Works with IT to maintain and resolve technical problems. Performs day-to-day maintenance of web pages and responds to emails about the website. Updates pages to maintain timeliness of data. Proofs all content prior to and after the release to maintain high level of quality. Develops, researches, designs and writes/edits new sections/features for website.
11. Assists with maintenance of the City's Facebook page. Ensures up-to-date information and postings.
12. Assists in creation of monthly newsletter including gathering information, writing articles and proof reading all content prior to release.
13. Serves as Oregon Notary Public.
14. Other duties as assigned.

Reid House Facilitator

1. Researches and implements marketing opportunities for The Reid House.
2. Issues press releases, public notices and social media postings regarding upcoming events, communications and general information for The Reid House.
3. Manages bookings, arrangements for use and event calendar.
4. Provides event planning services for customers, on-site event implementation and customer

relations and satisfaction.

5. Maintains reservation, set-up and event data. Provides accurate, timely event data to City's accounting department for billing and audit requirements.
6. Assists potential clients by phone, email and in person with inquiries about use of Reid House.
7. Follow up with customers on event changes and/or additions.
8. Send proposals, contracts to clients.
9. Meets with customers prior to and day of event.
10. Maintains desirable, attractive and safe environment, with occasional light housekeeping.
11. Ensures facilities are well maintained by creating and following a maintenance schedule.
12. Requests and manages facilities maintenance with outside vendors such as landscaper, HVAC and others as needed.
13. Other duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Minimum two years of experience in related field with emphasis in writing skills, sales, marketing and communications. Experience with personal computers, including word processing (MS WORD). Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the principle duties and responsibilities of the position.

ADDITIONAL QUALIFICATIONS:

Knowledge

- Appropriate grammar, punctuation, spelling and usage.
- Proper minute taking techniques.
- Contemporary office practices and procedures and basic office software products.
- Practices and principles of records management and laws and regulations of governing public records.
- Public notice laws.
- Marketing practices.
- Rental/event/vendor contract administration

Skill & Ability

- Serve as back-up to City Recorder in her/his absence.
- Type (keyboard) for extended periods of time with minimal rest breaks.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Maintain confidentiality.
- Meet multiple legal and workflow deadlines in a timely manner.
- Establish and maintain effective working relationships with coworkers, other agencies, media, marketing professionals and the public.

- Perform duties with initiative and judgement and use resourcefulness and tact in public contacts.
- Maintain complex records.
- Research and implement marketing strategies.
- Create, maintain and manage reservation calendar for community venue.
- Work independently and made decisions with minimal supervision.
- Plan and organize own work.

Licenses, Certifications & Other Requirements

- Possession of or the ability to obtain basic Municipal Clerk Certification.

PRE-EMPLOYMENT REQUIREMENTS:

Background check, bondability, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE:

Monthly.

EXEMPTION STATUS:

Non-Exempt.

JOB GRADE:

Entry level through Step 8.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: City Hall
 Job Title: City Clerk/Reid House Facilitator
 Reports To: City Recorder

The functions and abilities for successful performance in this position include, but may not be limited to:

PHYSICAL JOB FUNCTIONS

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			15
FILING	18			15
KNEELING				2
LIFTING		3	40	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			10
WALKING				10
WORD PROCESSING	18			10

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level
WRITING	10	1
READING	20	1
REASONING	100	1
MATHEMATICS	25	1
VERBAL	60	1

Note: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	2

Note: Acuity and aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity and aptitude levels are established **after** reasonable accommodations are provided.