

PROVO CITY CLASSIFICATION SPECIFICATION

Title: City Recorder	Job Code: 1201
Date: January 31, 2017	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is official records management and elections administration work for the City.

CLASSIFICATION STANDARDS: The single position assigned to this class is responsible to the Director of Administrative Services and performs assigned tasks under his/her general direction. The work of this class is distinguished by its emphasis in official city-wide and Municipal Council records management and elections administration.

ESSENTIAL DUTIES: Attend council meetings and prepare and maintain records of the actions including the recording and transcribing of minutes and all ordinances, amendments, and resolutions passed by the council; keep the corporate seal; attest and seal all documents as required by law; countersign and maintain a properly indexed record of all City contracts; prepare for publication all ordinance titles and notices and cause them to be published and/or distributed as needed; oversee notification of public meetings and hearings; process annexation petitions and plats; accept writs of garnishment, court summons, and claims.

Administer, use, and maintain the city-wide electronic records management system which includes receiving, certifying, storing, and retrieving documents and processing information requests; index and make City Council and other public meeting minutes accessible through various electronic media; maintain physical records and equipment to ensure proper indexing, use, storage, and disposal; research questions as needed or direct to appropriate source. Provide technological direction in records management and retention ensuring that the City uses best practices; recommend imaging and records management policies, procedures, hardware/software system upgrades to the Director of Administrative Services; and provide guidance to and answer the questions of employees regarding the processing, classification, and status of imaged documents.

Via the electronic information platform, manage city-wide work processes including assisting and addressing the needs of departments in creating, revising, maintaining, indexing, securing, testing, and deleting documents and workflows; troubleshoot problems and develop effective solutions; create and maintain city-wide document retention schedules; designate security levels to users for access to documents; and coordinate with the Information Systems division regarding required space needs, system backups and updates, and other issues.

Administer municipal elections including setting up judges, polling places, and registration agents; compute wages; set up forms and ballots for printing; supervise part-time election staff; as required, administer "vote by mail" elections; assist in the election of Unclassified Civil Service Appeal Board members; and receive Unclassified Civil Service appeals; and perform other related duties as required including those outlined by code.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration, Business Administration, Records Management or related field; and three (3) years of comprehensive electronic records management or job-related experience; **OR** an equivalent combination of education and/or experience [substituting each year of post-secondary education/training for six months of experience]. Experience with elections administration preferred.


License(s)/Certification(s): Valid, lawful driver's license is required. Must register as a Utah Notary Public within 3 months of hire. Must complete Records Officer Certification from Utah Division of Archives and Records Service within 6 months of hire and recertify annually.

SELECTION FACTORS: **Knowledge of:** the practices and procedures of the Municipal Council and Rules of Order; related laws, codes, rules, and regulations governing functions of the position including Government Records Access and Management Act; manual and electronic records management, retention, security, indexing, disposal, and transmission methods and technologies including media; policies and procedures established for the work system; election processes including "vote by mail"; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** recording and transcribing minutes; using a computer; using electronic records management and storage technologies; indexing for keyword searches; electronic media use; and practicing trust-building behaviors. **Ability to:** accurately and quickly perform work; implement a software system; use a variety of software programs; act as a liaison with the information management systems division, vendor support staff, and employees; deal with the public and other employees in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; exercise independent judgment while evaluating situations and in making determinations; troubleshoot problems and develop effective solutions; organize assigned work and develop effective work methods; and prepare clear, concise, accurate, and informative reports.

TOOLS AND EQUIPMENT USED: Computer, calculator, vehicle, telephone, presentation charts, and other office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for extended time periods; maintaining concentrated attention to detail over extended time periods; lifting of election and code boxes and handling of large record books; removing and putting up large document files on high shelves; standing on step stools and/or ladders; and generally lifting, carrying, pushing, or pulling small to mid-size objects.


ENVIRONMENTAL FACTORS: Typically inside work with few or no occupational hazards present. Periodic delivery work away from the office.



 Department Director

1/30/17

 Date



 Mayor/Chief Administrative Officer

1/31/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.