



NOTICE OF EMPLOYMENT OPPORTUNITY

Hildale City

POSITION: City Recorder

EFFECTIVE DATE: January 25, 2018,

JOB CLASS: Statutory Appointed, Permanent Full-Time

CLOSING DATE: February 7, 2018, or until filled.

PAY SCALE: \$46,000 to \$52,000 annual salary depending on qualifications

GENERAL DUTIES:

Performs a variety of administrative and technical duties related to City Recorder functions.

ACCOUNTABILITY:

Serves by appointment of the Mayor by approval of City Council and accountable to the Mayor and Council.

MANAGEMENT:

Manages **accounts, business licensing, accounts payable, payroll and human resource** personnel.

ESSENTIAL FUNCTIONS:

The City Recorder is the official records management and elections administrator for Hildale City. The individual appointed to this position will be required to perform the following duties:

- attend City Council, Planning Commission, Utility Board, and the Public Works Advisory Board 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;
- implement, 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 City Manager and or Mayor;
- 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.
- The City Recorder must maintain records all tentative budgets and preform all necessary certification in regard to the city budget as per state code; coordinate and assist the Mayor or City Manager and/or their designee with all aspects of the budgeting process;
 - must keep account with all receiving and disbursing officers of the city, must pre-audit all claims and demands against the city before they are allowed, and must prepare the necessary checks in payment;
 - Manage payroll processing and perform all human resources functions for the city;
 - Oversee all business license applications including coordination with all departments in respect to licensing, community development (building and planning) applications and records;
 - The City Recorder is the ex-official city auditor and must assist in the City Treasurer in attending, and gathering information and documentation for the annual independent audit of the City records;
 - Perform other related duties as required including those outlined by code.
- This position is appointed by the Mayor with the advice and consent of the City Council*.

OTHER FUNCTIONS:

Performs as backup in receiving incoming telephone calls, takes messages or routes calls to appropriate personnel; provides general assistance to walk-in public; Assists customers and directs them to appropriate departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION MINIMUM QUALIFICATIONS:

1. General Qualifications:

- a. Must be at least 18 years old.
- b. Must be a U.S. Citizen.
- c. Must have High School Diploma or equivalent.

2. Knowledge, Skills, and Abilities:

- a. **Must be able to** reconcile bank accounts, and other ledger accounts monthly.
- b. **Must be proficient in** Excel, Word, Power Point, and Caselle.
- c. **Must have a working knowledge of** Utah Government Records Access Management Act (GRAMA). Must Certify annually with the State of Utah Archive Division as a Records Officer. Must be able to complete all records request in a timely manner.
- d. **Must be able to** demonstrate good interpersonal communication skills and telephone etiquette; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; interact with the public in a courteous and respectful manner;
- e. **Must be able to** analyze a variety of financial and/or accounting problems and make recommendations; work quickly and accurately with numbers; perform advanced mathematical computations; operate office equipment such as adding machine, typewriter, copier, etc.; work under time pressures in meeting deadlines; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs.
- f. **Must have some knowledge of** municipal generally accepted accounting principles (GAAP), practices and procedures; internal control principles and methods of application; general office maintenance and practices; computer accounting applications and various software programs; operation of standard office equipment; mathematics related to investment and finance; Basic computer and accounting skills (Caselle knowledge is preferred); 10-key calculator functions and use.

3. Special Qualifications

- a. Credit-worthiness: Must be bondable to a dollar limit prescribed by statute.
- b. Experience: Prior city government experience directly related to above duties or as a City Recorder is preferred.
- c. Credentials: Preference may be given to applicants who have municipal clerk's certification or are a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC), or is currently in the process of obtaining the IIMC Certifications.
- d. Must be able to lift at least 45 to 65 lbs.

WORK ENVIRONMENT:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

This position is FMLA exempt.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the job change. The selection is Mayoral appointment with City Council approval; however, the process may consist of evaluation of application material, oral interviews, written examinations, performance tests, assessment centers, physical ability tests, probationary periods or any other screening technique.

APPLICATIONS:

Applications are available at the Hildale City Recorder's Office or on web site www.hildalecity.com. Or by clicking on this link: <http://hildalecity.com/wp-content/uploads/2018/01/HC-Employment-application-2016-07-v1.pdf>

To apply, submit a cover letter, resume, and Hildale City employment application in person or electronically; email to recorder@hildalecity.com; fax to (435) 874-2603; physical address: 320 E. Newel Ave.; mailing address: P.O. Box 840490, Hildale, UT 84784-0490. Application period will remain open until filled.

*NOTICE: THIS IS A STATUTORY POSITION and the Mayor may or may not appoint from applicants. The appointment by the Mayor must have advice and consent of the City Council.

HILDALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.