

JOB DESCRIPTION**CITY OF MT. ANGEL, OREGON****Job Title: Administrative Analyst**

DEPARTMENT: Administration	REPORTS TO: City Manager	EXEMPT/NON: Exempt
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GENERAL POSITION SUMMARY: This position provides a variety of executive and confidential duties in support of the City Manager and the City Council in meeting preparation, records management, and permitting functions. This position requires handling information of a sensitive and confidential nature and the exercise of substantial independent judgment in conducting work. Provides excellent internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that fosters a positive experience for customers and staff. May serve in a lead capacity for projects as assigned. This position is required to attend evening meetings.

MAJOR RESPONSIBILITIES

- Serves as support to the City Manager and Mayor and as Clerk of the City Council, recording and transcribing accurate minutes of all proceedings of the Council. Prepares agendas and Council packets, schedules meetings and ensures the legal notification of official city meetings. Drafts/edits/types minutes, resolutions, agreements, reports, and correspondence.
- Serves as the City's records manager and archivist; manages the city-wide records management program; responds to public records requests; in accordance to records laws; finalizes ordinances and resolutions; codifies ordinances; prepares and distributes Mt. Angel Code revisions.
- Serves as custodian of the City seal, and has the responsibility for signing, sealing, notarizing, certifying, recording, and transmitting city documents. Maintains files of all original signed ordinances, resolutions, deeds to city owned land, easements, franchise agreements, lease records, liquor license records, personnel and policy manuals, collective bargaining agreements, statements and directives, property dedication records, street vacation records and waivers of remonstrance's.
- Coordinates with other city departments in the preparation of contracts, leases, deeds, easements, ordinances, resolutions, and other necessary documents.
- Serves as the Elections Officer. Prepares required notices and forms to go to media, County Clerk, etc. Monitor official elections for compliance with State laws. Assist interested citizens in filing for vacant positions. Collect necessary paperwork and keep on file.
- Notify all new Councilors, City appointive public officials and staff of the filing requirements for the State Government Ethics Commission; annually complete the ethics document filing for the City with the State Government Ethics Commission.
- Works with City's legal counsel to assure compliance with state laws regarding elections,

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public meetings laws, public contracting, and other official city documents and processes.

- Provides City staff and public with general information about the City Charter, Ordinances, Resolutions, and City Council activities.
- Responds to public inquiries and complaints presented to the City Manager and attempts to dispose of these matters to the best interest of the City, referring to other department heads and/or the City Manager when appropriate.
- File all necessary reports with League of Oregon Cities and other government agencies as required.
- Prepares correspondence from written, printed, or dictated sources, including memoranda, records, forms, minutes and reports; may prepare reports of project findings or work activities of the City Manager or Mayor/City Council.
- Provides website and social media account maintenance and acts as City's computer systems liaison.
- Oversees community development activities. Accepts and processes applications for City permits, including building, and right of way, and street vacation requests following City policies and procedures according to Oregon Revised Statutes for Street Vacation proceedings.
- Receives planning documents and manages the City's contract planner in processing land use planning applications. Functions as Planning Commission secretary.
- Performs other duties and projects as assigned by City Manager and may assume a lead role in assigned projects.
- Performs all duties as required by Oregon Revised Statutes for City Recorders as delegated.

AUXILIARY JOB FUNCTIONS

- This position may, from time to time, be required to make formal presentations to committees or the City Council and develop plans and strategies necessary to achieve City goals.
- Active involvement in professional organizations, including Oregon Municipal Recorder's Association and /or the International Institute of Municipal Clerks.
- Maintains proficiency through attendance at trainings and meetings, reading materials, and meeting with others in field.
- Maintains work area in a clean and orderly manner.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general office and records maintenance practice and procedures; rules of effective English, spelling, usage and grammar. Advanced word processing and operation of standard office equipment. Equivalent to a two year degree in public administration, business management or related field. Education combined with two years experience in local government setting with responsibilities in record keeping, minutes taking, or any combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential job duties. Certified Municipal Clerk status desirable.

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Must have a valid Oregon Driver's license or the ability to obtain one within one (1) month of hiring.

Notary Public Commission is required at time of employment or the ability to obtain one within one (1) month of hiring.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

GENERAL WORK CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Some regional and statewide travel may be required. Also requires flexibility in work schedule as meetings are scheduled outside of normal office hours.