

Exhibit A

City Recorder/Manager Job Description

PURPOSE OF POSITION: Performs as the administrative head of the City government and administers day-to-day operations of the City; plans, organizes, and directs the financial, accounting, and personnel systems; maintains all financial and official records of the City.

ESSENTIAL JOB FUNCTIONS:

- Performs specialized administrative work involving the recording of City Council meetings, and custody of official City records. Processes and signs official documents of the City. Researches and presents information to the Council, assists in deliberations and facilitates decisions. Attends all meetings of the City Council.
- Maintains financial accounting system consistent with accepted municipal accounting principles and practices to provide adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements; supervises accounts payable/receivable, receipt/disbursement of monies, investment of city funds and transfer of funds; prepares documents for annual and periodic audits.
- Maintains confidentiality of all sensitive materials and information.
- Prepares ordinances and resolutions, subject to City Attorney review, and administers provisions of all ordinances to the satisfaction of the Council.
- Keeps Council advised of the affairs and needs of the City; presents departmental issues and recommendations requiring policy directions or amendments.
- Supervises and evaluates all personnel to effectively train, motivate, and promote a high degree of morale and efficiency; appoint, discipline, and remove City employees except appointees of the Mayor and Council; act as facilitator, liaison, and coordinator to define employee policy, guidelines, and procedures for the City.
- Responsible for all recording, filing, and maintenance of City records, including deeds, easements, bonds, contracts, ordinances, resolutions, leases, and any other legal records or documents; supervise terms of franchises, leases, contracts, permits and privileges granted by the City.
- Prepares and presents annual City budget; provides budget data including projected revenue and expenditure forecasts; ensures all budget notification requirements are met; attends budget meetings as the City's Budget Officer; monitors all department expenditures in relationship to approved budget; implements adopted City budget in accordance with state statutes; establishes controls and programs to ensure the financial integrity of the City.

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- Prepares and maintain personnel and payroll records and reports; maintains and processes worker's compensation, unemployment, insurance and other fringe benefit records.
- Serve as City Elections Officer performing duties as specified by Oregon's Elections laws with respect to elections, including referendum and initiative petitions, candidates for City offices, political parties reporting requirements, measures and tax levy elections.
- Receives citizen's requests; communicates with, responds to, and resolves complaints, conflicts, and questions from citizens, customers, public and private agencies, and staff as it relates to City business.
- Maintains professional and up-to-date official City presence on the internet.
- Represents the City on local, regional or state level committees, groups and organizations; seeks to promote Lakeside positively at all opportunities while maintaining strong partnerships.
- Performs other related duties as Council directs, consistent with the City Charter.