



CITY OF NEWPORT invites applications for the position of:

Deputy City Recorder

SALARY:	\$4,313.00 - \$6,545.00 Monthly
DEPARTMENT:	City Manager's Office
OPENING DATE:	12/16/21
CLOSING DATE:	01/17/22 05:00 PM

PURPOSE:

The City of Newport is seeking an experienced, dedicated, professional individual to fill the position of Deputy City Recorder. The position will assist the Assistant City Manager/City Recorder with meeting management, records management, minutes, social and print media, website updates, license processing, special event permits, public records requests, elections, coordination of insurance claims, and other assigned responsibilities. Facilitate a seamless flow of internal and external communications. Placement in the salary range will be dependent on the knowledge, skills, training, education, and CMS designation of the person hired.

QUALIFICATIONS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be 2 years post-high school education, AND 2 years local government experience, AND/OR any combination of related education, training, or job experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

KNOWLEDGE: Knowledge of local government procedures and processes, public administration, social media, research methodology, proper minute taking techniques, contemporary office practices and procedures, advanced office software, practices and principles of records management, and laws and regulations governing public records.

SKILLS: Skill in the use of personal computers, various related software programs, social media expertise, and standard office equipment. Excellent administrative and time management skills. Strong organization and prioritization skills. Good judgement and effective oral and written communication skills. Customer service orientation and interpersonal skills. Skills in business English, spelling, and punctuation, and exceptional grammar, punctuation, spelling, and usage skills. Strong critical thinking, reasoning, analysis, and problem-solving skills, combined with excellent judgment and professionalism.

ABILITIES: Ability to self-motivate to a high level, and maintain motivation; ability to establish and maintain effective working relationships with City management, employees, Council members, other entities, and the public; ability to serve as back-up to the Assistant City Manager/City Recorder in his/her absence; meet multiple workflow

deadlines in a timely manner; use initiative and judgment; maintain complex records; draft reports; work independently; plan and organize work; multi-task; and honor the confidentiality required of this position; ability to communicate complex material in a simple, understandable manner; ability to effectively function in an intense work environment with numerous interruptions and conflicting demands; ability to work extended hours as needed; ability to make sound decisions; physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS (LICENSES):

- Valid Oregon Driver's License at time of hire
- Oregon Notary Public designation or ability to obtain within 1 year of hire
- CMC designation from the International Institute of Municipal Clerks within 3 years of hire.

DESIRABLE QUALIFICATIONS:

- CMC designation from the International Institute of Municipal Clerks at time of hire
- B.A. or B.S. from an accredited college 5 years local government experience

PHYSICAL DEMANDS:

The employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 10 pounds, and occasionally lift or move materials up to 25 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required more than 50% of the work period while operating such equipment as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most work occurs under usual office working conditions.

HOW TO APPLY:

All applications for this position must be submitted via our online application system at <https://www.governmentjobs.com/careers/cityofnewport>

Only complete applications will be considered and application review will continue until position is filled. Please do not fax, mail, or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO and Veteran's Preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.

The City of Newport follows Oregon law regarding Veterans' Preference in Public Employment. If you are requesting Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a

disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.
