



Position Description:	Records Manager/Human Resource Specialist
Department:	Administration
Supervised By:	Assistant to the City Administrator
Supervision Duties:	None
Employment Status:	Exempt

GENERAL DESCRIPTION

As Records Manager, this position serves as clerk to the City Council, Elections Officer for the city, processes complaints and requests for information from the public, does research and analyses for the City Administrator and others as assigned.

As Human Resources Specialist, this position performs a variety of personnel and administrative duties within a broad human resources system.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position.

This job description does not constitute an Employment Agreement between the employer and employee and is subject to change by the city as the needs of the city and requirements of the job change.

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established by the city's Performance Management System.

Typical Records Management Duties

1. Provides administration, research, and technical activities for city administration, including drafting RFP's for various needs, attending meetings on behalf of city, drafting resolutions and ordinances, researching various topics as directed.
2. Researches ordinances, agreements, resolutions, meeting minutes, and historical documents and provide information to staff.
3. Researches and responds to public requests for information and records.
4. Resolves complaints and processes requests for information from public.
5. Serves as City Recorder. Attends all City Council meetings, prepares minutes of Council and other public meetings as directed, and compiles agenda packets. Executes documents and licenses as City Recorder.
6. Serves as custodian of city records. Maintains all public records of the city, including ordinances, resolutions, minutes, recorded documents, deeds, contracts, and proclamations. Assures compliance with Oregon Public Records Law. Trains and assists departments with records management issues.
7. Works with all departments to ensure proper legal notifications of public meetings and ensures compliance with Oregon Public Meetings Law.

8. Acts as Elections Officer responsible for all aspects of local elections and public information officer responsible for responding to requests for public records and information and ensuring compliance with related laws.
9. Responsible for maintaining updates to the Municipal Code and Council resolutions.
10. May assist the Finance Dept. with purchasing and procurement activities in compliance with public contracting laws and policies, including but not limited to preparation of bid documents, receipt of bids, attending and recording bid openings, preparing contracts, contacting vendors, and placing advertisements and notices.
11. Follow all safety rules and procedures, and contribute to the safety of co-workers and the general public.
12. Participates as an active Administration team member by contributing to program development and organization planning.
13. Simultaneously manage multiple job assignments.
14. Contribute effectively to the accomplishment of city goals, department objectives and activities.
15. Maintain work areas in a clean and orderly manner.
16. Processes Liquor License Applications

Typical Human Resource Duties:

17. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
18. Plans and carries out recruitment and selection procedures as directed; discusses recruitment plans with management staff, prepares recruitment and selection materials; screens applications for requirements, and arranges for interviews and the notification of candidates.
19. Proctors and administers various written and oral exams, and assessments.
20. Conducts studies, audits and prepare reports, recommendations, and specifications.
21. Develops and provides employee orientation activities as needed or directed.
22. Maintains regular and confidential personnel files.
23. Provides technical support and backup in such personnel areas as payroll documents, employee records, classification, compensation, and benefits administration.
24. Provides classification, compensation and benefits information to employees and/or other organizations.
25. Conducts surveys and research regarding compensation and benefits and other human resource issues, and may conduct employee exit interviews.
26. Provides benefits assistance, processes benefit documentation, and may provide benefits presentations to employees or others.
27. Processes Workers Compensation claims, reporting of safety concerns and on-the-job injuries and accidents, and administers return-to-work programs.
28. Supports the risk management activities and may serve as Safety Officer for the City.
29. Conducts training assessments and maintains citywide employee training documentation.
30. Plans, develops, attends, and conducts training or procures training as directed.
31. Evaluates and maintains personnel policies and job descriptions for all city employees.
32. Follow all safety rules and procedures, and contribute to the safety of co-workers and the general public.
33. Develops and maintains a positive working relationship with colleagues, supervisors, clients, and others.
34. Participates as an active Administration team member by contributing to program development and organization planning.

35. Perform responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
36. Simultaneously manage multiple job assignments.
37. Contribute effectively to the accomplishment of city goals, department objectives and activities.
38. Maintain work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

39. Other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

A four year degree, in Human Resources Management, Public Administration, or related field is preferred. Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

Certifications and Licenses

Must have a current Oregon Driver's License or the ability to obtain one.

Skills, Knowledge and Abilities

1. Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook.
2. Proficient in the use of a variety of general office equipment and skilled at typing at a speed necessary for successful job performance.
3. Knowledge of the organization and functions of City government, state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meetings Law and parliamentary procedures.
4. Knowledge of State and Federal privacy and security laws related to public records.
5. Basic principles and procedures of public human resources administration.
6. Research methods and data analysis techniques.
7. Communication principles and practices.
8. Principles of business letter writing and report preparation.
9. Correct English usage, spelling, grammar and punctuation.
10. Modern office procedures, methods and computer equipment.
11. Basic business arithmetic.
12. Respectfully respond to requests and inquiries from the general public in person and over the telephone.
13. Analyze and resolve problems in a logical and effective manner.
14. Perform research, compile and analyze data, and write clear, concise and accurate reports on complex subjects.
15. Ability to manage important and complex records and maintain confidentiality.
16. Ability to deal with the public and city officials with diplomacy and tact.
17. Interpret, apply and explain applicable rules and regulations.
18. Understand and follow oral and written instructions.
19. Maintain accurate records and files.
20. Simultaneously manage multiple job assignments.

21. Contribute effectively to the accomplishment of city goals, department objectives and activities.
22. Communicate clearly and concisely, both orally and in writing.
23. Establish and maintain effective working relationships with those contacted in the course of work.
24. Contribute to the efficiency and effectiveness of the city's service to its customers by offering suggestions, and directing or participating as an active member of a work team.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 30 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.