



# City of Brookings

898 Elk Drive, Brookings, OR 97415

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[www.brookings.or.us](http://www.brookings.or.us)

**Job Opening:** Deputy Recorder  
**Closing Date:** Open Until Filled, First Review September 8, 2020  
**Salary Range:** \$3,327 - \$4,458 /Month DOQ

## GENERAL STATEMENT OF DUTIES

An employee in this classification performs highly responsible and complex administrative functions for the City. This position provides administrative support to the City Manager, Mayor and City Council, serves as the Municipal Court Clerk as needed, and provides limited administrative support for other City departments as assigned. The work performed requires frequent handling of sensitive and confidential information, considerable contact with elected officials, managers, employees and the general public and an overall knowledge of general office and City operations.

## TYPICAL DUTIES

1. Provides administrative support to the City Manager; Provides clerical and administrative support to the City Council.
2. Researches, drafts and prepares new and amended ordinances and resolutions for City Manager/City Attorney review and City Council consideration.
3. Schedules, announces, coordinates, prepares and distributes agenda and agenda packets to include publishing the agenda to the website for the City Council and other boards and commissions as assigned.
4. Tracks future agenda items and works with the department staff to ensure appropriate presentation and completeness of agenda items.
5. Attends assigned meetings, prepares the meeting room and meeting minutes as required; Operates Chamber camera and audio controls during televised meetings and events.
6. Coordinates City functions associated with conducting municipal elections in compliance with election laws.
7. Maintains City contract and agreement files, reviews them for completion and transmits them appropriately.
8. Records, prepares and maintains official City records to include ordinances, resolutions, City-owned easements, deeds, real estate and water rights documents, minutes, City Council Agenda Packets and other records as required.
9. Processes public information and public records requests and responds to the public and staff inquiries regarding City information, regulations and procedures.
10. Coordinates, maintains and distributes updates to the Brookings Municipal Code.
11. Manages the City's website and is the principal point of contact with the City's website provider to include design and content development, and provides ongoing input and maintenance of City's website.
12. Performs other duties as required.

## MINIMUM QUALIFICATIONS AT ENTRY LEVEL

Minimum high school graduate or equivalent and valid driver's license. Associate Degree in Business Administration or Secretarial Science desirable. Four years of progressively responsible administrative experience, preferably in a municipal or similar environment.