



NOTICE OF JOB OPENING

City Recorder/Administrative Assistant

Executive Department

Posting Date: September 4, 2024
Department: Executive Department
Reports to: City Manager
Salary Range: Expected Starting Salary: N-11 \$ 25.91-\$28.55 per hour DOQ
Salary Range \$25.91- \$38.24 per hour
Position Type: Full-Time, Monday-Thursday 7AM-6PM
How to Apply: Applications available at bountifulutah.gov
(City Application REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov

Deadline to Apply: 5:00 p.m., Thursday, September 19, 2024

Overview:

Under direct supervision of the City Manager, provides administrative support for the City Manager, City Attorney and Mayor. Serves as the initial point of contact for the public for the Executive and Legislative Departments. Performs the statutory duties of City Recorder. Performs a variety of complex clerical and routine administrative duties as needed related to city records, minutes, contracts, publications, documents and information. Works with the City Attorney to ensure proper procedures for filing, retrieval, cross-referencing and archiving records. The list of tasks is illustrative only and is not a comprehensive listing of all functions.

Essential Job Functions:

Acts as intermediary between the Executive staff and the public, including screening telephone calls, letters, and/or visitors and scheduling meetings/appointments; Organizes/maintains files/records for the Executive department.

Serves as a notary for City employees and residents.

Under the direction of the City Manager, prepares all City Council agendas and organizes supporting materials for the meeting. Posts and distributes agendas and other City Council materials pursuant to State code requirements and City policy.

Responsible for City newsletters (print and e-newsletter) and for posting and updating the City's website and social media pages.

Acts as the City records officer; Accepts and keeps a log of GRAMA record requests to make sure they are responded to as prescribed in UCA 63G; Working with the City Attorney, establishes and monitors retention schedules on documents and assures timely archiving or purging of records according to law, ordinance or practice.

Serves as elections officer and performs statutory elections duties. Cooperates with the Davis County Clerk's Office to conduct municipal elections.

Knowledge, Skills, and Abilities

Knowledge of administrative procedures; Knowledge of state and local statutes pertaining to public meetings (Utah Code Title 52, Utah Code Title 63G-2, Open Meetings Law), records management and municipal elections.

Considerable knowledge of records maintenance procedures; laws governing records retention, archiving, management and access (GRAMA); coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents; city government and inter-relationship of various city functions, particularly city council operations.

Skill in typing and utilizing various software applications essential to records management.

Ability to learn how to use a variety of software packages, website content management systems and internet posting of content and documents.

Ability to edit and occasionally write staff reports on matters scheduled for City Council action; Exercise initiative, independent judgment and to act resourcefully under varying conditions and maintain strict confidentiality related to sensitive information.

Ability to operate personal computer in utilizing various programs (Excel, Word, Outlook) to produce or compose formal documents.

Ability to communicate effectively verbally and in writing and maintain effective working relationships with elected officials, coworkers, and the public.

Ability to work under pressure and multi-task.

Ability to sit for long periods of time operating a telephone, computers and all other equipment necessary to perform the job.

Must be or become a certified Records Officer.

Must be or become a certified Notary Public.

Must be bondable.

Education and Experience:

High School diploma or equivalent, plus two years of college level business courses, and three years of progressively responsible experience related to the essential job functions

Must have a valid Utah Driver License

Successfully pass a background check, a driving record check, and a pre-employment drug test

BENEFITS

Health Insurance Dental/Vision Insurance Utah State Retirement

Paid Holidays (96 hours/year) Paid Vacation (starting at 96 hours/year)

Paid Sick Leave (96 hours/year) Life Insurance (2 times annual salary +\$10,000)