



CITY OF NEWPORT, OREGON DEPUTY CITY RECORDER

The City of Newport, Oregon is accepting applications for a full-time, experienced, professional, and dedicated person for the position of Deputy City Recorder. This position will provide administrative support and will be responsible for agenda and packet preparation for City Council and other city meetings; taking and preparing minutes of meetings of city boards and commissions, as specifically assigned or in the absence of the City recorder. Assists the City Recorder with records management, other responsibilities of the City Recorder, and serves as back-up to the City Recorder in providing information and research requested by residents and staff.

Under the direction of the City Recorder, this position is also responsible for planning and implementing an effective communications plan; timely production and dissemination of communications materials related to City news, services and events; maintenance and assessment of various print, electronic and social media outlets; and facilitating a seamless flow of internal and external communications.

This is a full-time, non-exempt position with a salary range: \$3,703.00 - \$4,877.00 per month. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired.

This is a non-PERS position.

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which 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: two years of post-high school education, five years of local government experience, and any combination of related certifications and training.

KNOWLEDGE: Knowledge of local government; administrative skills; public administration; local government procedures and processes; social media expertise; research methodology; appropriate grammar, punctuation, spelling, and usage; proper minute taking techniques; contemporary office practices and procedures and 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. This position requires excellent time management skills, good judgement, effective oral and written communication skills, and the comprehension of issues and the skill to prioritize and communicate needs based on importance.

ABILITIES: Ability to: serve as back-up to the 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; establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public; multi-task; honor the confidentiality required of this position; and physical ability to perform the essential job functions. Ability to work extended hours as needed.

SPECIAL QUALIFICATIONS:

Oregon Notary Public designation or ability to obtain within one year.

DESIRABLE QUALIFICATIONS:

B.A. or B.S. from an accredited school

CMC designation from the International Institute of Municipal Clerks.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position will be open until 5:00pm April 3, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, 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 complete background check, reference checking, and in the case of safety sensitive positions, pre-employment drug and alcohol testing.