

JOB ANNOUNCEMENT

Job Title: **CITY CLERK**
Hours Worked: 24 hours/week
Pay Rate: \$14.50/hour

Location: Lyons City Hall
449 5th St, Lyons, OR
Application Deadline: **7/8/22, 4pm**

Obtain Application At:
Lyons City Hall
449 5th St, Lyons, OR 97358
ONLINE: www.cityoflyons.org

Submit Applications to:
Lyons City Hall
449 5th St, Lyons, OR 97358
cityoflyons@wavecable.com

For more info call: (503)859-2167

Purpose of the Position: Provide administrative support and assistance to the City Manager, Mayor, and Council. Assist with maintenance of the City records, coordination of Council & Planning Commission meetings and agendas ensuring compliance with laws governing public meetings, records, and elections. Assist the City Manager by substituting, as needed when the City Manager is absent.

Essential Duties and Responsibilities:

Greets visitors and answers phone calls, provides information, issues permits and licenses, answers complaints, maintains office files and refers inquiries to the appropriate parties.

- (a) In the absence of the City Manager, attends evening meetings of the Lyons City Council and Planning Commission.
- (b) Prepares and distributes minutes of all meetings.
- (c) Maintains Councilor record books, updates, and distributes books prior to Council Meetings.
- (d) Prepares reports and related documents for land use and development for the Lyons Planning Commission and Lyons City Council.
- (e) Ensure City documents are maintained according to State of Oregon retention policies
- (f) Light housekeeping
- (g) Performs other duties as assigned.

Qualifications:

- Knowledge of:
 - Principles, practices, and techniques of City Government and administration
 - Principles of budget preparation and fiscal accounting.
 - Research methods, report composition and preparation techniques, etc
- Skill in:
 - Planning, coordinating, and managing the operations of records.
 - Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.

- Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
- Interpreting fiscal and accounting procedures, ensuring conformity to appropriate standards.
- Excellent customer service
- Microsoft Office & QuickBooks
- Ability to:
 - Communicate orally and in writing in a clear and concise manner.
 - Represent the City professionally and effectively in meetings with others.
 - Establish and maintain positive and effective working relationship.
 - Negotiate effective solutions to complex problems.
 - Understand and execute complex oral and written instructions.
 - Exercise discretion in confidential matters and operate within an environment of autonomy.
- Physical Demands of Position:
 - The position requires the ability to meet the physical demands of this position.
 - While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls.
 - Duties involve moving materials, typically weighing up to 10 pounds, on a regular basis and infrequently moving materials weighing up to 30 pounds.
 - Manual dexterity and coordination are required less 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.
- Working Conditions:
 - Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening meetings and some travel may be required.
- Education and Experience:
 - The position typically requires two years experience in an administrative position. Equivalent to high school education supplemented by additional training or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Supervision Received:

Work is performed under the general supervision of the City Manager.

Supervision Exercised:

In the absence of the City Manager, may exercise general supervision over other City employees.

The City Clerk position is a regular part-time position, 24 hours per week. This position is not eligible for most benefits. Business office hours are 9am to 4pm, Monday through Friday. Work schedule will be determined at the time of hire.