

City of Sumpter
PO Box 68, 240 N. Mill Street
Sumpter, OR 97877
541-894-2314

City Recorder/ Clerk Position Description

Summary: The City Clerk/Recorder is a key position who coordinates activities associated with running the City of Sumpter. The position provides clerical support to the Public Works department, the City Council and the public at large.

Specific duties include:

- Answer phones, messages, letters, questions concerning city policies, services, events, fees, and other basic office functions.
- Email admin/contact for the city; including public works and city council. Communicates to employees and councilors regarding important emails.
- Webmaster for the city of Sumpter.
- Set up all City meetings including recording devices, setting up ZOOM and YouTube. Prepare all pertinent documents associated with agenda topics for each councilor. Writes and posts meetings in accordance with state statute. Writes and submits meeting minutes.
- Highly proficient computer skills, especially with Microsoft office applications.
- Gain knowledge of local procedures through statewide precedents, rules and regulations pertaining to applicable City functions.
- Plan and complete the maintenance, filing, safekeeping and computerization of all municipal records and documents.
- Prepare Ordinances, Resolutions and Proclamations to be executed, recorded, archived and distributed.
- Issue various permits and licenses.
- Organize appropriate information and conduct orientation for council members and employees.
- Perform various other clerical skills as the need arises.

The ideal individual must have excellent organizational and communication skills and extensive knowledge of administrative and clerical standards/policies/procedures. The position requires a person of high integrity, ethics, and able to work independently with little or no direction.

The City Clerk/Recorder is on the front line of interaction with agents of federal, state and county governance, vendors and customers. They must treat others with professionalism, respect and a good customer service presence.