



Recruitment Closes/First Review:
December 27, 2023

CITY OF ROSEBURG

Assistant City Manager/City Recorder or City Recorder

Classification shall be designated based upon knowledge, skills, education and experience of chosen applicant.





THE COMMUNITY

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. For Roseburg area tourism information go to www.experiencerooseburg.com.

Roseburg's economy has diversified in recent years while retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

THE MUNICIPAL ORGANIZATION

The City of Roseburg is a home rule, full service city operating under the Council/City Manager form of government. The Mayor is elected at large for a 2-year term and 8 Council members are elected, two from each City ward, for a 4-year term. The City Manager and Municipal Judge work directly for the City Council. The City Manager supervises all City employees. There are 173 City employees providing a full range of City services. There are three bargaining groups, IAFF, RPEA and IBEW, along with management employees. The City consists of 10.6 square miles with an annual total budget of approximately \$104.3 million.

THE DEPARTMENT

The City Administration Department includes the City Manager, Assistant City Manager/City Recorder, Human Resources Director, Communications Specialist, and two Staff Assistants responsible for administrative support, and operates on a 2023-24 budget of just over \$1.9 million. In addition to the specific duties of each position, the City Administration Department works with all employees and acts as a resource to all City Departments as well as elected officials.

THE POSITION

The Assistant City Manager/City Recorder is a key member of the City Administration Department and the City's Management Team, working under the general direction of the City Manager, who participates in the establishment of major objectives and reviews work for effectiveness and results obtained.

The City Recorder is responsible for management and retention of all City records, leases, contracts, and agreements, legal and public notices, elections, business registrations, franchise monitoring and negotiations, special permits and licenses, distribution and handling of all bids, assistance in property management and liens, processes ordinances and resolutions and serves as Clerk of the City Council and Homeless Commission liaison.



OPPORTUNITIES & CHALLENGES

The City Recorder must be able to multi-task at all times while still maintaining attention to detail in every task, as well as successfully dealing with the multitude and complexity of the responsibilities of the position.

The City Recorder will have the opportunity to work with a diligent team that works together with others to make the community a better place to live, work and raise a family – a community one can be proud of.

The City Recorder must meet the challenge of staying up to date with current laws, rules and regulations on a variety of different topics such as public records, public meetings and notices, parliamentary procedures, ethics, public contracting, processing of liens, elections, regulatory licensing, franchises, budget requirements, real property management and certain land use issues such as annexations and street vacations.

The City Recorder is expected to have the ability to work with all other departments as well as elected and appointed officials in a way that fosters innovative teamwork and leadership to improve the professionalism, efficiency, effectiveness and transparency of local government and how it is viewed by the public.

The City Recorder will have the chance to learn and excel in all the things involved with the position and to serve as an advocate for improving the image of local government, along with being a part of a profession that has not just survived the ages, but has been respected throughout history.

EDUCATION, CERTIFICATION, & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

EDUCATION:

City Recorder: Bachelor's Degree in business administration, public administration or related field or Master Municipal Clerk certification through the International Institute of Municipal Clerks preferred.

Assistant City Manager/City Recorder: Bachelor's Degree in business administration, public administration or related field and Master Municipal Clerk certification through the International Institute of Municipal Clerks preferred. Master's Degree in Public Administration highly desirable.

EXPERIENCE:

City Recorder: Five years of experience as City Recorder, Deputy City Recorder or Administrative Assistant position in City government.

Assistant City Manager/City Recorder: Five years of progressively responsible experience in a City Recorder or Deputy City Recorder position in City government with three years of supervisory experience preferred.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Competence in all areas of administrative and word processing skills.

Post-offer background.

COMPENSATION AND BENEFITS

City Recorder: The salary range is \$8,852 - \$11,331 monthly.

Assistant City Manager/City Recorder: The salary range is \$9,606 - \$12,297 monthly.

The City of Roseburg provides a generous comprehensive benefit package to employees including medical, vision, dental, long-term disability and life Insurance. Benefits costs are paid by the City with the exception of a moderate contribution toward the medical premium based upon the level of coverage. The City provides HRA/VEBA contributions to assist with unreimbursed health related expenses as well as a number of optional supplemental benefits.

The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. A deferred compensation plan is also available to allow employees to contribute to their own retirement.

There are 11 paid holidays. Sick leave is earned at eight hours per month with no maximum accrual at this time. Vacation is earned based upon years of service, and Department Heads are provided with an additional 40 hours of paid administrative leave annually.

A copy of the complete benefits resources guide is available on the [City website](#).



ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive:

- Manages department personnel; exercises supervision of any department employees; supervises and evaluates Communications Specialist position.
- Responsible for applying sound supervisory and personnel principles and techniques.
- Ensures that employees are adequately trained.
- Acts as a member of the City Management Team; may act as City Manager in City Manager’s absence.
- Manages department resources including budget, materials and equipment for maximum efficiency and service.
- Assists the City Manager in formulating policies and procedures for departmental organization and operation.
- Maintains communications and coordination with the City Manager, Council, applicable commissions, other agencies, co-workers and the public.
- Works with all departments to ensure proper preparation of Council, Urban Renewal Agency and Budget Committee agendas; makes necessary legal notifications of special meetings and public hearings of the City Council.
- Acts as Clerk of the Council, Urban Renewal Agency and Budget Committee, parliamentarian and ensures compliance with public meetings law; records Council proceedings, drafts or edits minutes and submits for Council approval; maintains custody of official Council minutes and answers inquiries regarding Council activities.
- Acts as liaison to the Homeless Commission.
- Acts as Records Manager in charge of City-wide records management and retention program; maintains all official records of the City; certifies/attests to all legal documents of the City.
- Acts as licensing officer in regard to business registration, liquor license applications, marijuana dispensary licenses, vehicles for hire, franchises and all other regulated businesses and processes certain land use matters such as annexations, fire district withdrawals and street vacations.
- Acts as elections officer responsible for all aspects of local elections and public information officer responsible for responding to requests for public records and information and ensuring compliance with related laws.
- Responsible for management of Municipal Code and Council ordinances and resolutions, including drafting and maintaining ordinances and resolutions adopted by Council. Performs other duties as required by State Statute and Municipal Code.
- Acts as contract manager to ensure compliance with public contracting laws and standard City contract and lease provisions and oversees preparation, advertisement and receipt of all bids, proposals and related notices.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the organization and functions of City government, state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meetings Law and parliamentary procedures.
- Considerable knowledge of State and Federal privacy and security laws related to public records.
- Thorough knowledge of the principles and techniques of supervision.
- Skills and ability to perform research, compile and analyze data, and write clear and accurate reports on complex subjects.
- Skills in analyzing and resolving problems in a logical and effective manner.
- Ability to work in a fast paced environment with interruptions.
- Ability to review substantial data and draw conclusions.
- Ability to communicate with others and produce written reports.
- Ability to make decisions.
- Ability to move between City work locations.
- Ability to communicate effectively, both orally and in written form.
- Ability to read and understand complex, legal and regulatory information, laws and ordinances.
- Ability to secure cooperation of others in difficult work situations.
- Ability to deal with a wide variety of complex issues, perform under stress and prioritize work load.
- Ability to prepare a budget and monitor expenditures.
- Ability to manage important and complex records.
- Ability to deal with the public and City officials with diplomacy and tact.
- Ability to function as part of the City Management Team.



WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail oriented.
- Calmly and effectively, process high stress situation.
- Accept supervision and constructive criticism.
- Thorough when completing tasks.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action, under department guidelines, is stressed.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet; at times work may be performed outside with a noise level and weather which may vary. May require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. On occasion, may have to work long hours in emergency situations.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as City Recorder or Assistant City Manager/City Recorder.

VETERAN'S PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

HOW TO APPLY

Applications will be accepted through 5:00 p.m., December 27, 2023.

Complete the application form via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

Email: jobs@cityofroseburg.org

In-Person: City of Roseburg, Administration Office, 900 SE Douglas Avenue, Roseburg, OR 97470

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

QUESTIONS

Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866.