

HEBER CITY
City Recorder/Human Resources Manager

Heber City Corporation has an opening for a full-time City Recorder/Human Resources Manager, which is an appointed position. Responsibilities include but are not limited to coordinating and implementing the administrative functions of the city executive and administrative offices, and also performing Human Resource related duties such as hiring, insurance, Workers' Compensation, and more. Minimum qualifications: A Bachelor's degree in Public or Business Administration, with an emphasis in Human Resources or related field, and four-years of responsible experience related to the above duties or an equivalent combination of education and experience.

Interested persons can obtain an application and/or a complete job description on the City's website at www.ci.heber.ut.us or by contacting Michelle Vest at mvest@ci.heber.ut.us or 435-657-7886. Applications can be submitted to Michelle Vest at the listed e-mail address or at the City Offices located at 75 North Main Street, Heber City, UT 84032. **OPEN UNTIL FILLED**
Grade 19 - \$25.52-\$36.37/hr. EOE

Heber City

Job Description



Title:	City Recorder	Code:	115
Department:	Administration	Effective Date:	07/2011
Division:	Administration	Last Revised:	
Classification:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **general administrative and technical clerical** duties as needed to expedite and coordinate the administrative, secretarial or clerical functions of city executive and administrative offices, including Mayor, City Council and City Manager. As City Recorder, performs assigned statutory duties related to the office of City Recorder, including elections coordination and government records management and access. Acts as personal secretary to the City Manager.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides close supervision to Deputy Recorder while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs general secretarial support to city council and mayor; assists to provide first contact assistance to the general public and determines the need to pursue further assistance with city officers; coordinates scheduling with Mayor, City Council and City Manager; prepares correspondence, memos and related communications for executive personnel; takes dictation and transcribes letters, memos, etc.; composes communications as requested; acts as notary public; processes purchase requisitions for the department as needed.

Prepares city council meeting agenda and informational binders; coordinates with other departments as needed to prepare materials and organizes binder materials; notifies press and advertises agenda according to legal requirements; monitors binder materials and assures timely receipt and distribution of the same; may communicate with individuals allocated time on council agenda to confirm attendance; attends City Council meeting; takes minutes for official legislative or executive meetings of the city; oversees the recording, publishing and filing of new ordinances and resolutions; secures and attests to signatures on official documents and contracts; maintains permanent hard copy records of minutes; maintains permanent record of all original documents, copies and reference books of resolutions and ordinances.

Maintains city records management system; catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMA); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests and collects payment for document copying services; establishes and monitors retention schedules and assures timely archiving or purging of record according to law, ordinance or practice.

As city recorder; oversees all records management processes; serves as custodian of City Seal; acts as notary republic, attests to signatures on official documents and contracts; updates and maintains municipal code; publishes and files new ordinances; assures compliance with laws and guidelines regarding public access to city records.

Coordinates and manages city elections; prepares timely notices and other information starting with the City Council and Mayoral filing time frames and continues the proper noticing throughout the election process; notifies of the tabulating election results and auditing returns; adjudicates election complaints and disputes and maintains security of election proceedings; trains election judges and monitors their needs on election day.

Acts as backup for payroll ;processes payroll sheets, inputting and recording employee work hours; filing time sheets; works with accounting technician(s) to prepare biweekly payroll; determines employee earnings, calculates employee withholdings (i.e., state taxes, federal taxes, social security, retirement, and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; maintains year-to-date records of wages, deductions, taxes and benefits.

Maintains computerized payroll records showing employee pay rates, withholding allowances, benefit deductions, and other authorized payroll withholdings; distributes withholdings to various accounts; coordinates and resolves payroll problems and questions; informs employees of policies, procedures, and practices affecting payroll; performs computer entries of work time, sick leave, Family Medical Leave, annual leave and comp-time accrual and usage; calculates employee totals and balances for leave accounting; records all transactions against leave from authorized programs; processes and maintains benefit claim and enrollment forms; prepares and distributes leave record reports; coordinates worker compensation issues.

Makes federal withholding tax deposits; reconciles and generates checks for payroll deductions/benefits with various private, state and federal agencies; creates correcting general ledger entries for payroll, benefit and withholdings.

Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations with a legitimate need to know; processes and follows-up on wage garnishments and levys by federal, state, and county court orders.

Assures accuracy, completeness, and timely delivery of W-2's for tax purposes; prepares annual reports of payroll, retirement and disability insurance; prepares and processes various local, state, and federal reports as required; completes reports by hand or generates needed data via computer; submits reports to appropriate authority for final review; prepares monthly or quarterly financial reports and payments related to payroll including federal taxes, state taxes, unemployment compensation, state industrial insurance, retirement, credit union, COBRA, etc.

Maintains employee employment records and file folders; assures proper documentation related to applications, evaluations, letters, enrollment documents, W-4's, I-9's, and related materials; creates or revises employee action forms; prepares job announcements, receives and processes employment applications.

Participates in the preparation of various accounts receivable billings, reimbursements, insurance premium reimbursements, airport hanger, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications;

AND

B. Four (4) years of responsible experience related to above duties; two years of which is preferred at the executive assistant level;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; laws governing records retention, archiving, management and access (GRAMA); coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, Publisher, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special qualifications:

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)