



City Recorder Position Open

The City of Mosier seeks a detail oriented City Recorder to perform a variety of routine and complex financial and administrative tasks for Mosier's City Hall. This is an appointed position established by City Charter.

How to Apply

Please submit cover letter / resume / references and Veterans Preference form to **City of Mosier City Manager, Colleen Coleman** at colleen.coleman@cityofmosier.com or at P.O. Box 456, Mosier, OR 97058 by 5pm, January 15, 2018.

Veteran's Preference:

Qualifying veterans may be eligible for employment preference under Oregon law. If you are a veteran and would like to be considered for veteran's preference you must complete and submit the attached veteran's preference form and include it with your application materials before the submission deadline.

Supervision Received

Works under the general direction and supervision of the City Manager and at the pleasure of the Mayor and City Council.

Work Status/Schedule

Half Time (20 hrs), FSLA non-exempt

Wage: DOE

Essential Duties

Administration:

Provides administrative support for the City Manager and serves as custodian of City public documents. Keeps official records of the City; authenticates ordinances and resolutions; maintains the record of all City Council meetings.

Finance:

Responsible for municipal accounts receivable, accounts payable, utility billing, System Development Charge program and accurate maintenance of the City's accounts. Maintains internal control system for tracking revenue and expenditure, and safeguarding city assets.

Payroll / Human Resources:

Processes monthly payroll and quarterly state and federal payroll tax payments. Prepares annual W-2's and 1099's. Maintains personnel files as required by Federal, State, and City law. Maintains records of safety, training, and medical files as needed.

Budget Preparation:

Prepares annual budget for the Budget Committee under the supervision of the City Manager/Budget Officer. Submits documents to Wasco County, State Department of Revenue, or other entity as needed, in compliance with current Local Budget Law or grant requirements.



Other Duties:

Adheres to established City and State policies and ordinances, including Safety and Conduct rules. Communicates official plans, policies and procedures to Council, staff and the general public.

Minimum Qualifications

Education and Experience:

Associates degree in business, accounting or a closely related field and five (5) years of related experience, or any equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public finance; office practices and procedures; modern records management including legal requirements for recording, retention, and disclosure; knowledge of Government Funds and Enterprise Funds.
- Fluency in QuickBooks
- Working knowledge of personal computers, including MS Office programs. Basic knowledge of website maintenance (Wordpress).
- Ability to learn the utility billing program.
- Familiarity with time keeping and Payroll requirements.
- Ability to maintain effective working relationships with City officials, other City employees and the public

Special Requirements:

Valid State Driver's license or ability to obtain one. Must be able to be bonded

Physical Demands:

The position occasionally is required to move or lift up to 25 pounds and regularly requires sitting for long periods of time and walking up to 100 yards on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Typical business office open to the public. Noise level is typical of most office environments.

Equipment:

Computer, electronic calculator, printer, copy machine, telephone, etc.

City of Mosier, Oregon

Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call LGPI at (503) 588-2251.

This completed form and the required documentation must be submitted at the time you submit your application materials.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(f)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs.
To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

_____-_____-_____
Social Security Number

Signature of Applicant

Date

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.