

*THE CITY OF MCMINNVILLE, OREGON
INVITES TOP QUALITY CANDIDATES
TO APPLY FOR THE POSITION OF
CITY RECORDER / LEGAL ASSISTANT
\$4,420 - \$5,638 PER MONTH – DOQ*



*AN OUTSTANDING EMPLOYMENT
OPPORTUNITY IN ONE
OF THE PACIFIC NORTHWEST'S PREMIER
COMMUNITIES*

BECOME PART OF OUR CITY TEAM

The City Council of McMinnville, Oregon is seeking a dynamic and experienced City Recorder / Legal Assistant to maintain the City's Municipal Code, be the custodian of city-wide permanent public records and archives; and provide technical, paralegal, and analytical support directed toward the delivery of legal services in the City. This is a highly visible position that works closely with the entire Administration Department and the Mayor and City Council. This is a unique opportunity to be a part of a growing community with high quality public services, and to work with a group of people who meet the high standards set by community members.

THE ADVANTAGES OF WORKING FOR THE CITY OF MCMINNVILLE

The City of McMinnville has a great deal to offer the new City Recorder / Legal Assistant, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. This recognition celebrates places of exemplary character, quality, and planning. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

It is the City's mission to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services. A recent citizen survey rated the City's livability at 8.1 out of 10, with 74 percent of respondents rating livability at 8 or higher. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.



RESPONSIBILITIES OF THE CITY RECORDER/LEGAL ASSISTANT

The City Recorder / Legal Assistant serves under the general supervision of the City Attorney.

The City Recorder is responsible for providing confidential administrative support to the Mayor, Council, City Attorney, and City Manager and will act as liaison between the Mayor, City Council, City Manager, and City Attorney and the general public. The individual in this position will administer the statutory obligations of the City Recorder, including but not limited to maintaining the City Seal, serving as the City's historian and archivist, chief election officer, and developing and implementing a comprehensive records management system. This position responds to citizen inquiries and complaints; coordinates resolution of complaints; interprets City policies and procedures for the general public; and responds to public records requests and citizen inquiries regarding ordinances, resolutions, rules, and regulations concerning City Governance issues. This individual will attend City Council meetings and oversee the preparation of materials for the Council meetings, including agendas, minutes, ordinances and resolutions, and other Council documents, to ensure accuracy and appropriate distribution and works with City departments to ensure that information necessary for agenda items is complete. This individual will be responsible for coordinating various City-wide activities and special administration projects.

The Legal Assistant applies knowledge of City regulations and procedures in answering public inquiries, drafts reports, summaries, ordinances, resolutions, contracts, correspondence, and legal pleadings. Accurate, error-free work with appropriate formatting of work is imperative. The

Legal Assistant maintains legal files and designs and maintains cross-reference filing index and reminder systems. This position compiles and codifies ordinances and prepares and coordinates dissemination of updates to the Municipal Code, including maintaining and updating online versions of the Code utilizing various software programs. The Legal Assistant assists the City Attorney in responding to public records requests, updates and maintains the Legal Library; and investigates facts of tort claims to assist the City's insurance company in defense and serves as a point of contact with the insurance company for tort claims.

PROJECTS FOR THE CITY RECORDER / LEGAL ASSISTANT

- ✍ Updating and codifying the Municipal Code.
- ✍ Ensuring adequate and up-to-date services.
- ✍ Updating the City's document storage system.
- ✍ Taking the City to the next level in archival storage
- ✍ Developing a comprehensive information data base for citizen inquiries.



COMPENSATION AND BENEFITS

The current salary range for City Recorder / Legal Assistant is \$53,040 - \$67,656. Within the range, an appointment will be made based on qualifications. The City's current benefit package includes:

- ✍ Medical, dental, and vision insurance in which the City and the employee share in premium costs;

- ✍ City-paid life insurance;
- ✍ City-paid long-term disability insurance;
- ✍ Sick leave earned at the rate of 8 hours per month;
- ✍ Vacation credit earned at the rate of 6.67 hours per month, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- ✍ Ten paid holidays and two floating holidays annually;
- ✍ City-paid participation in the Public Employees Retirement Systems,
- ✍ Professional membership costs and attendance at job-related conferences as budgeted; and
- ✍ Options to participate in the deferred compensation plan, and other employee-paid insurances.

EXPERIENCE AND EDUCATION

This position typically requires a Bachelor's degree in public administration or business, and two years of progressive administrative support or records management experience. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include at least two years legal or executive level administrative experience, preferably in a local government setting.

Preferred experience, training, and certification includes possession of the Oregon Municipal Recorder and/or paralegal certification

THE IDEAL CANDIDATE

The City of McMinnville is seeking a progressive City Recorder / Legal Assistant who has a broad knowledge and understanding of all aspects surrounding municipal government, public relations, and general management. This position demands versatility, alertness, accuracy, and the ability to attend evening meetings.

The City of McMinnville is a well-managed organization with strong department managers and staff and a cohesive, fully functioning City

Council. The ideal candidate will be prepared to take time to listen, learn, and build relationships within the organization and in the community.

The ideal candidate will fully embrace the City of McMinnville. The new City Recorder / Legal Assistant will be a positive person who is approachable and who can maintain and nurture relationships at all levels.

TO APPLY FOR THE POSITION OF CITY RECORDER / LEGAL ASSISTANT

Those who are interested in applying for the position of City Recorder / Legal Assistant will submit a City of McMinnville employment application, cover letter, and current resume that highlights the relevant experience and education related to the position. The application materials must be received by 5:00 p.m. on Friday, July 29, 2016 at the City of McMinnville, attention, Human Resources Director, 230 NE Second St., McMinnville, Oregon 97128.



TENTATIVE RECRUITMENT SCHEDULE

- ✍ June 29, 2016—Open Recruitment
- ✍ July 29, 2016—Closing date for City of McMinnville employment applications, cover letters and resumes. These materials must be received no later than 5:00 p.m. on July 29, 2016.

- ✍ August 1 – 5, 2016—Review and screening of application materials.
- ✍ August 10, 2016—Invitations to finalists to interview.
- ✍ August 23 - 25, 2016— Panel Interviews.
- ✍ August 26, 2016—Reference checks.
- ✍ August 31, 2016—Offer position to top candidate.
- ✍ September 12, 2016 – First day of employment.

APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and Resume) WILL BE ACCEPTED UNTIL

**5:00 P.M., FRIDAY, JULY 29, 2016
SUBMISSIONS MAY BE MADE VIA
HARD COPY AND ADDRESSED TO:**

**CITY OF McMINNVILLE
HUMAN RESOURCES
230 NE SECOND STREET
McMINNVILLE OR 97128**

Or

Via e-mail to:

hr@mcminnvilleoregon.gov

Note: Applicant accepts all responsibility to confirm with Human Resources that an electronic application has been received via e-mail. Confirmation can occur either via phone at (503) 434-7405 or via e-mail to hr@mcminnvilleoregon.gov

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at (503) 434-7405 or by e-mailing her at Rose.Lorenzen@mcminnvilleoregon.gov