



City of Bay City, Oregon

Job Title: Deputy City Recorder/Utility Billing Clerk

Salary: \$4,008 - \$5,371 / Month
\$48,095 - \$64,455 / Year

Department: Administration

FLSA: Non-Exempt

GENERAL ROLES AND RESPONSIBILITIES

The Deputy City Recorder/Utility Billing Clerk provides confidential administrative support and assistance to the City Manager and City Recorder/Finance Director. This position performs a variety of administrative, technical, and accounting duties. Maintains all necessary records for the water, sewer and parks department including billing and collection of fees and maintains the daily register of all monies received by the city. Assist with the maintenance of City Records, and coordination of City Council meetings and agendas, ensuring compliance with laws governing public meetings, record, and elections. Assists the City Recorder at City Council meetings.

ESSENTIAL FUNCTIONS

- **Administrative Support/Records Management**
 - Greet the public, answer telephone calls, respond to questions and complaints as appropriate.
 - Serve as Oregon Notary Public
 - Provide administrative support to the Public Works Department, including taking meeting minutes of the safety committee/safety meetings, and Water District meetings.
 - Schedule and process meeting hall rentals and agreements.
 - Provide assistance to the Finance Director with the annual audit.
 - Contact suppliers and order office supplies as needed.
 - Issues short-term rental permits, business licenses, dog licenses, burn permits, and other miscellaneous permits to the public.
 - Track Transient Lodging Tax receipts and registrations.
 - Process and distribute City mail.

- **Deputy City Recorder**
 - Support the City Manager and City Recorder/Finance Director in providing support to the City Council and other elected officials, including posting notices to ensure compliance with public meeting laws.
 - Provide administrative support and assistance as necessary to fulfill council support functions, including coordinating catered meals, making purchases, set-up/tear-down, and cleaning up of the council meeting room.
 - Record city council meetings, prepare and file minutes.
 - Assist the City manager/City Recorder in administering the records management program according to regulations and records retention schedules for all records of the City.
 - Perform records management activities including filing, storage, data entry, indexing, tracking, and retrieval of city records.



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- Be proficient in the use of audio-visual equipment and software used to record and broadcast public meetings. Perform on-the-spot technology troubleshooting for meetings when needed.
- Assist the City Recorder with City elections.
- Backup for the City Recorder when needed.
- **Utility Billing Clerk**
 - Manage the utility billing system. Process and mail bills, manage accounts receivable for utility billing, receive payments, and maintain cash control for all other payments received.
 - Process billings for the Bay City Water Districts and partners.
 - Assist the public with setting up new accounts for utility services.
 - Process and track billing for new service/new meter installations.
 - Perform other duties as assigned by management.

REQUIRED QUALIFICATIONS

- High School Diploma or equivalent and at least 2 years of related work experience.
- Advanced knowledge of administrative and general office practices and procedures.
- Proficiency with Microsoft 365, Outlook, Word, Excel. Knowledge of word processing, and operation of standard office equipment.
- Knowledge of City Ordinances, Resolutions and Code; or the ability to quickly learn and apply the knowledge of.
- Strong verbal and written communication skills, and the ability to effectively prepare written documents and correspondence.
- Exemplify traits that reflect the City's culture, including integrity and trustworthiness.

PREFERED QUALIFICATIONS

- Previous experience with utility billing software and accounts receivable.
- Knowledge of City Recorder procedures, applicable federal, state, and local archival laws.
- Knowledge of records management and retention laws.
- Possess or be able to obtain designation as a Certified Municipal Clerk within 3 years of hire.

SPECIAL REQUIREMENTS OR LICENSES

- Possess or be able to obtain within 60 days of hire, designation as a Notary Public in the State of Oregon.
- Possess or be able to obtain and maintain by the time of hire, a driver's license valid in the State of Oregon with a clean driving record.



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WORKING CONDITIONS

While performing the duties of this job, the employee's work conditions include an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Physical Demands

- Must possess mobility to work in a standard office setting and use standard office equipment including a computer.
- Ability to operate a motor vehicle and to visit various City and meeting sites.
- This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Work Schedule

- Standard office hours are Monday – Thursday 7:00 am-5:30 pm.
- Attendance at City Council meetings required during evening hours, two days per month.
- Attendance at various meetings during evening and weekend hours may be required in addition to City Council meetings.

SUPERVISION

- Work under the general supervision and direction of the City Manager and City Recorder/Finance Director
- The position is non-exempt and does not have supervisory responsibilities.

This institution is an equal opportunity provider and employer. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the base of race, color, national origin, religion, sex, age, disability, or familial status.