

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title:** | City Recorder | | | | |
| **Department:** | City Recorder | | | | |
| **FLSA Status:** | Exempt - Salary | | | | |
| **Salary:** | **Grade:** | K | **Starting:** | $72,065 | |
| **Supervision:** | City Administrator | | **Last Reviewed:** | | 6/17/25 |

Job Summary

The City Recorder is a key administrative position responsible for maintaining accurate legislative records, managing public documents, and overseeing the city's compliance with state laws and regulations. Reporting directly to the City Administrator, the City Recorder plays a crucial role in ensuring transparency and efficiency in government operations. This position involves coordinating with various departments, handling public inquiries, and supporting the Board of Mayor and Aldermen with essential administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Serves as the city’s custodian of records, and preserves the official public records of the city, including original copies of ordinances, resolutions, meeting minutes, contracts, bonds, deeds, easements, and other official papers, records, documents, and provides copies and certifies copies.
* Receives and processes all Beer Permit Applications, Board Member Applications, Applications for a Certificate of Compliance for a Retail Liquor Store, Roadblock Applications, Parade Permit Applications, Solicitation Permits, Transient Merchant Permits, etc.
* Assists in planning and preparing for meetings of the Board of Mayor and Aldermen, Planning Commission, Beer Board, Board of Zoning Appeals, Construction Board of Adjustment and Appeals, Local Emergency Planning Committee, and Stormwater Appeals and Advisory Board, including preparing and distributing agendas, legal notices, meeting packets, and minutes; maintaining records; and performing related tasks as needed.
* Performs certification and recording for the City as required on legal documents and other records requiring such certification.
* Posts meeting notices, minutes, public hearing notices, agenda, and other required announcements in area newspapers and on the city’s website.
* Attends all regular and special Board of Mayor and Aldermen, Planning Commission, Beer Board, Board of Zoning Appeals, Construction Board of Adjustment and Appeals, Local Emergency Planning Committee and Stormwater Appeals and Advisory Board workshops and meetings and prepares accurate minutes with proper legislative terminology, obtains signatures where required, and maintains records of the proceedings of such meetings.
* Assists the city administrator in the review and preparation of ordinances and resolutions.
* Oversees and assists in providing public records and information to citizens, civic groups, the media, and other agencies as requested.
* Collects fees for Beer Board, Liquor Licenses, Permits, Privilege Taxes, etc., as needed.
* Sends annual privilege tax notices to all beer and liquor license holders.
* Catalogs and files all legal city records; Scans documents into the City’s Digital Imaging System (Laserfiche) for indexing, filing, and storage.
* Maintains custody of the official city seal; ensures all ordinances that amend the municipal code book are codified in the municipal code and placed correctly into the official record.
* Seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring city certification.
* Maintains a comprehensive, current knowledge and awareness of the laws and regulations of the office of the city recorder.
* Oversees and/or performs an accurate recording of meetings (both written and recorded on video).
* Maintains professional affiliations.
* Attends workshops and training sessions as appropriate.
* Assists in the development of records management policies, rules, and regulations.
* Serves as a Notary Public.
* Responsible for updating the city website regularly.
* Special projects as needed or assigned.
* Performs other duties as assigned.

REQUIRED QUALIFICATIONS

* Bachelor’s degree in a business-related field is required.
* At least three (3) years of experience at an executive level, preferably within a local government (or related agency that provides public service) or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
* Must be a United States citizen.
* Must possess a valid Tennessee Driver’s License or the ability to secure one promptly.
* Proficiency in Microsoft Office 365, particularly Excel, Word, and Outlook.
* Must pass a background screening and medical evaluation.
* Ability to perform duties accurately.
* Ability to effectively meet and interact with citizens.
* Ability to communicate effectively orally and in writing.
* Ability to handle stressful situations.
* Ability to work several evenings each month to attend required meetings.

PREFERRED QUALIFICATIONS

* Current municipal clerk and recorder certification from the State of Tennessee is preferred. Certification must be obtained within three years from the date of hire, unless the employee meets the criteria for exemption as established in T.C.A. § 6-54-120. In addition, certification must be maintained by attending a minimum of 18 hours of continuing education courses every three years.
* Notary Public is preferred, or the ability to become a Notary Public is required.
* Certified Municipal Clerk Certification from IIMC is preferred.

SKILLS, KNOWLEDGE, AND ABILITIES

* Employees in this classification will have extensive knowledge of the policies, procedures, and activities of the city and administration department practices as they pertain to the performance of duties relating to the job of city recorder.
* Has extensive knowledge of administration department practices as necessary in the completion of daily responsibilities.
* Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.
* Knows how to keep abreast of any changes in State laws, city ordinances, policy, methods, computer operations, equipment needs, etc., as they pertain to departmental operations and activities.
* Can effectively communicate and interact with supervisors, members of the public, and all other groups involved in the activities of the department.
* Can assemble information and make written reports and documents in a concise, clear, and effective manner.
* Has good organizational, human relations, and technical skills.
* Can use independent judgment and work with little direct supervision when necessary.
* Can comprehend, interpret, and apply regulations, procedures, and related information.
* Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.
* Can read, understand, and interpret financial reports and related materials. compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether like or divergent from obvious standards) of data, people, or things; speaking and/or signaling people to convey or exchange administrative information.
* Reads a variety of informational documentation, directions, instructions, and methods and procedures related to the job of city recorder; writes reports with proper format, punctuation, spelling, and grammar, using all parts of speech; speaks with and before others with poise, voice control, and confidence using correct English and a well-modulated voice; ability to learn and understand basic to complex principles and techniques.
* Ability to deal with people (i.e., staff, supervisors, the public, and officials) beyond giving and receiving instructions, such as in interpreting departmental policies and procedures.
* Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of city recorder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, or listen. The employee is required to walk, squat, bend, use hands to operate, fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

**Office Setting**: Work is primarily conducted in an office within city hall.

**Noise Level**: Generally, the environment is quiet, but it can become noisy during public meetings or when dealing with city events.

**Interactions**: Significant interaction with city officials, department heads, the public, and representatives from other governmental agencies. The City Recorder often faces the challenge of managing multiple tasks simultaneously, including attending city council meetings, maintaining official records, and facilitating communication between city departments and the public.

**Stress Levels**: This position may involve high levels of stress due to deadlines, statutory requirements, and the need to address the concerns of the public and city officials in an efficient manner.

**Safety and Health**: Adherence to standard office health and safety protocols is required. Occasionally, attendance at events outside the office may also be required. The position is not subject to adverse environmental conditions.

**Schedule**: This position is not remote, and regular office hours are Monday, 8:00 am – 4:30 pm. This position requires attending evening workshops and meetings of the Board of Mayor and Aldermen, as well as various conferences and retreats.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.**