



Mayor Ila Skyberg

Council Members:

*Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L. Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor*

City Staff:

Office Coordinator, *Debra Bernard*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

Present:

Mayor Skyberg
Councilor Baller
Councilor Bramall
Councilor Hill
Councilor Stritzke
Councilor St. Onge
Councilor Vinson

Absent:

Honorary
Councilor
Woodward

City Staff Present:

Debra Bernard, Office
Coordinator
Jeff Brown, Public Works
Director
Sergeant Russ
Vandewettering, YC
Sheriff's Office

Others Present:

Planning Commissioner
Dennis Ulrich

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, December 11, 2014

7:00 PM

I. Roll Call

Mayor Skyberg called the meeting to order at 7:00 pm. Debra Bernard, Office Coordinator, conducted roll call. A quorum was present.

II. Flag Salute

III. Public Input

a. None

IV. Old Business

a. None

V. New Business

1. **Review research on small cities organizational structure previously presented to the Council at the CC Work Session October 23, 2014 by Pro Tem Andrea Wyckoff**

- a. **City Carlton**
- b. **City of North Plain**
- c. **Job Descriptions for City Recorder, Office Coordinator, Office Specialist**

2. City Council discussion on the organization of the City and how we will go forward

Mayor Skyberg told the council she has formed a committee of professionals who have all been employed at one time or another as a city recorder or as an accounting professional for a city government. This committee will act as a professional panel and be present to interview potential applicants for the current open position of City Recorder for the City of Willamina. The committee includes Carol Haight, who has worked previously as a city recorder for Willamina and is currently employed by the school district, Charlene Brown who also worked previously as a city recorder for Willamina, Yvonne Hamilton, who works for the City of Sheridan in finance, and Peggy who is the current acting city recorder for the City of Dayton.

Debra is working the job descriptions for both the City Recorder and the Accountant position.

3. Accept Sue Hollis separation agreement - Motion

Councilor St. Onge **moved** to accept Sue Hollis's separation agreement.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Brammal, Hill, St. Onge, Stritzke and Vinson voting aye.

Mayor Skyberg consulted with a representative at COG and David Doughman, the city attorney about increasing Debra Bernard's hourly pay rate 10% increase, which would be retroactive from Monday Nov 24th until the duties are taken over by the new hire City Recorder.

Councilor Baller **moved** to increase Debra's hourly wage 10% until the city has a new hire.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Brammal, Hill, St. Onge, Stritzke and Vinson voting aye.

IX. Mayor's Report

Mayor Skyberg discussed recent articles in the News Register regarding the recent application for an Enterprise Zone. Mayor Skyberg handed out information explaining enterprise zones. Enterprise zones are designated for a ten year time period to attract new business and development to town. Yamhill County Commissioner Springer is currently helping to push the enterprise zone for Sheridan, Willamina, and Amity.

Mayor Skyberg asked for approval to give holiday hams to the city employees for Christmas this year. There was a consensus by the council to approve this.

X. Council Liaison Reports**1. Chamber Liaison (Councilor St Onge)**

Councilor St. Onge reported that there were not any chamber meetings in December. The Chamber worked on getting the holiday light displays up. The next Wet Season Music Series concert will be at the West Valley Community Campus on Saturday, January 10th, with the Swamp Donkeys performing, a band made up of local musicians. February 14th will be another performance sponsored by Kiwanis, and the band Blue Evolution will be playing in March.

2. School Board Liaison (Honorary Councilor Woodward) - absent**3. YCOM Board (Councilor Baller)**

Councilor Baller reported that the stretch of highway between Lincoln City and the valley has always had gaps where there was not cell phone service, and that area has recently been improved tremendously. They are also working on improving service on the way to Tillamook. An efficiency study for YCOM is currently being done by an outside consultant also.

XI. Council Committee Reports**1. Finance Committee****a. Minutes of Meeting of Wednesday December 3, 2014**

Councilor Hill **moved** to approve the Finance Committee Meeting Minutes from December 3rd.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Brammal, Hill, St. Onge, Stritzke and Vinson voting aye.

i. Planning Commission Report (Commissioner Ulrich)

Commissioner Ulrich announced the planning commission has decided to take the month of December off. He also informed the council that the bus stop by Coyote Joe's is now complete.

XII. Reports of City Officers**1. City Recorder****a. City Offices Closure – Christmas (December 25, 2014)****b. Paychex**

Debra said that Paychex is ongoing for her, she is continuing to study the reports and make sure it is compliant going forward. Payables are also being caught up, and check will be ready for signers by Friday.

c. Library Closures-December 9th 10th and 11th for system change over

2. **Public Works**

a. **Monthly Report – see enclosed report**

1. **Cedar Alley** – Jeff Brown proposed four options for Cedar Alley: #1 do nothing; #2 put in new gates on each end which would cost about \$400; #3 install signage to ward off unauthorized access; #4 improve the alley for around \$1,000 in cost for rock and time. This discussion will be brought up again at the next meeting to give each councilor time to go do a site review. Sargent Vandewettering notified the council that the Sheriff’s department would no longer be able to enforce traffic laws on the alley if it were closed off and turned into a private property.

3. **Library**

a. **Youth Services Report (hand out)**

4. **Sheriff’s Office**

a. **Verbal**

b. **Crime Summary – November 2014 (handout)**

XI. **Adjourn**

Mayor Skyberg called for a motion to adjourn.

Councilor Hilll moved to adjourn.

Councilor Vinson seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

Ila Skyberg, Mayor

Attest:

Debra Bernard, Office Coordinator

Next Council Meeting Date

Work Session – January 22, 2015 (7:00 pm)

Regular Session – February 12, 2015 (7:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

December 11th - 11:00 AM - 4th Quarter Review
December 11th

CITY OF WILLAMINA

CITY COUNCIL ROLL CALL FORM - 3RD QUARTER 2014

NAME	VENDOR #	July-14		August-14		September-14		STIPEND FOR QTR
		10-R	24-WS	11-R	26-WS	11-R	26-WS	
MAYOR ADAMS		X		X	X	X	X	N/A
COUNCILOR BALLER	BALLR	X	N	X	X	X	X	\$ 45.00
COUNCILOR BRAMALL	BRMILL	X	O	X	X	X	X	\$ 75.00
COUNCILOR HILL	GHILL	X		X	X	X	X	\$ 75.00
COUNCILOR ST ONGE	SONGE	X	M	X	X	X	X	\$ 60.00
COUNCILOR STRITZKE	STRIT	X	T	X	X	X	X	\$ 60.00
COUNCILOR VINSON	VINSN	X	G	X	X	X	X	\$ 30.00
COUNCILOR WOODWARD	WOODW							
PLANNING COMMISSIONERS								
COMMISSIONER BROWN								
COMMISSIONER STRITZKE								
COMMISSIONER ULRICH								
COMMISSIONER VACCAREZZA								
BUDGET COMMITTEE CITIZEN MEMBERS								
	JAMES BROWN							
	ROBERT HOLLINGER							
	VERN HOLSTAD							
	CRAIG JOHNSON							
	THERESA MCKNIGHT							
	KEVIN NORTNESS							
	ILA SKYBERG							
	APRIL WOODEN							
QUORUM PRESENT?		Y	Y	Y	Y	Y	Y	

010-100-6010

R REGULAR MEETING
 S SPECIAL MEETING
 E EMERGENCY MEETING
 W WORK SESSION
 BC BUDGET COMMITTEE

COUNCILOR STIPEND - \$15/00 PER MEETING
 MAYOR STIPEND - \$73.91/MONTH
 COUNCILOR STIPEND DUE - 15TH OF MONTH FOLLOWING THE END OF THE QUARTER



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2014 to 11/30/2014**

City	UCR Description	11/1/2013 to 11/30/2013	11/1/2014 to 11/30/2014	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	1	0		7	3
	Burglary-Business	0	0		1	1
	Burglary-Non-Residence	0	0		4	8
	Burglary-Residence	0	1		14	7
	Larceny	0	5		53	56
	Motor Vehicle Theft-Auto	0	0		6	3
	Part 1 Total	1	6	83.33%	85	78
Part 2						
	All Other	0	1		15	8
	Animal Problems	0	0		1	3
	Disorderly Conduct	1	2	100.00 %	22	9
	Drug Laws	0	1		17	18
	DUII	0	0		5	6
	Forgery	0	0		2	2
	Fraud	0	1		6	3
	Kidnapping	1	0		3	1
	Liquor Laws	2	0		1	4
	Prostitution	0	0			1
	Runaway	0	1		5	4
	Sex Offenses	2	0		14	7
	Simple Assault	2	3	50.00 %	59	45
	Stolen Property	0	0		2	3
	Trespass/Prowler	0	0		15	9
	Vandalism	1	2	100.00 %	29	38
	Weapons	0	0		5	2
	Part 2 Total	9	11	18.18%	201	163
Part 3						
	All Other	2	12	500.00 %	80	67
	Non-Reportable Offenses	6	6		120	117
	Part 3 Total	8	18	55.56%	200	184
Total For WILLAMINA		18	35	48.57%	486	425

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Yamhill Valley
News-Register



Recorder agrees to step down in Willamina

Dec 16, 2014

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By Paul Daquilante
Of the News-Register

WILLAMINA — The Willamina City Council officially parted ways with City Recorder Sue Hollis through unanimous approval of a negotiated separation agreement Thursday.

The five-page agreement was drafted for the city by the Portland law firm of Beery Elsner & Hammond as an alternative to termination.

Hollis returned from an extended medical leave to attend the council meeting of Nov. 20. On Nov. 24, the council met in special session to place Hollis on administrative leave. On Nov. 28, she accepted separation terms and signed the agreement approved Thursday.

Hollis will be awarded three months severance pay and allowed to pursue unemployment without city objection. In return, she has agreed not to file any suit, charge or complaint against the city.

She has agreed to turn over all files, manuals, documents or other city-owned items to Mayor Ila Skyberg. She has asked that any personal items left at city hall be donated to the Tina Miller Teen Center.

Neither the city nor Hollis has admitted to any wrongdoing in connection with her employment. “As I have since the day I came to the city of Willamina, I wish you all nothing but the best in all things,” she said in a note acknowledging acceptance of the separation agreement.

Hollis served as city manager in Dayton from 1993 to 2008, when she was fired. The decision was based on her performance during the last two years of her tenure, according to then-mayor Jolie White.

She was named city recorder in Willamina when Sam Sasaki retired as city manager in November 2009. The city manager position remained unfilled, with her at the helm.

Hollis’ departure leaves the city with two office staffers, Debra Bernard and Amber Deibel.

Bernard has been working full time, Deibel part time. But Deibel’s status was upgraded to full time when Hollis was placed on leave.

During Thursday’s meeting, the council granted Bernard a 10 percent raise for her interim duty, retroactive to its Nov. 24 start.

“She has held us up,” Skyberg said. “She has kept us afloat.”

Skyberg said the city plans to add a part-time city recorder and a part-time accountant to round out the staff. She said a panel consisting of local historian Charlene Brown, Willamina School District Deputy Clerk Carol Haight, Sheridan Deputy City Recorder Yvonne Hamilton and Dayton City Recorder Peggy Selberg would conduct screening interviews.

“It’s rolling,” Skyberg said of the process. “We’re getting there. We’re moving forward.”

The council is next scheduled to meet at 7 p.m. Thursday, Jan. 8.

Share your thoughts, post a comment to this story:

From:
City of Willamina

Comment:

2000 characters remaining

got smile?
Keep it!

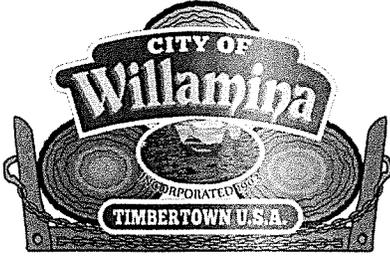
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 **PROVIDENCE**
Newberg Medical Center



Mayor Ila Skyberg

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City Staff:

City Recorder, Vacant
Library: Melissa Hansen & Denise Willms
Office Coordinator: Debra Bernard
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown

WILLAMINA CITY COUNCIL REGULAR MEETING
Thursday, December 11, 2014
7:00 PM -revised

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II. Flag Salute

III. Public Input

IV. Old Business

V. New Business

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- a. City Carlton
- b. City of North Plain
- c. Job Descriptions for City Recorder, Office Coordinator, Office Specialist

2. City Council discussion on the organization of the City and how we will go forward

3. Accept Sue Hollis separation agreement - Motion

IX. Mayor's Report

X. Council Liaison Reports

1. Chamber Liaison (Councilor St Onge)
2. School Board Liaison (Honorary Councilor Woodward)
3. YCOM Board (Councilor Baller)

XI. Council Committee Reports

1. Finance Committee
 - a. Minutes of Meeting of Wednesday December 3, 2014

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XI. Council Committee Reports (continued)

1. **Planning Commission Report (Commissioner Ulrich)**

XII. Reports of City Officers

1. **City Recorder**
 - a. **City Offices Closure – Christmas (December 25, 2014)**
 - b. **Paychex**
 - c. **Library Closures-December 9th 10th and 11th for system change over**
2. **Public Works**
 - a. **Monthly Report – see enclosed report**
 1. **Cedar Alley**
3. **Library**
 - a. **Youth Services Report (hand out)**
4. **Sheriff's Office**
 - a. **Verbal**
 - b. **Crime Summary – November 2014 (handout)**

XIII. Adjourn

Next Council Meeting Dates
Regular Session – January 8, 2015

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City of Carlton

City of Willamina	
Population: 2058	
City Recorder, FT	\$ 51,900.00
AR/Planning/Court	\$ 36,088.00
Clerical Asst PT, \$11.55/hr	\$ 12,012.00
Total Annual Admin Salaries	\$ 100,000.00

City of Carlton	
Population: 2023	
City Recorder, 30 hrs/week 75%	\$ 44,156.00
Utility Billing / Court Clerk	\$ 35,930.15
Clerical Asst PT \$13.17	\$ 13,691.00
City Manager, FT (estimated)	\$ 85,000.00
Finance Director, FT	\$ 53,338.00
Total Annual Admin Salaries	\$ 232,115.15

FT \$58,875.15

Finance Director

Revised: September 4, 2014

Pay Class: 28.0

FLSA Exempt

GENERAL PURPOSE

Under direction of the City Manager, performs specialized administrative work involving the financial and accounting functions of the City; assistance in the preparation of the City's annual budget; collection, custody and disbursement of City funds; and supervises three direct report employees.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager for the City of Carlton.

SUPERVISION EXERCISED

Provides direct supervision of the Administrative Assistant/Court Clerk, Part-time Office Assistant, and Technician.

ESSENTIAL FUNCTIONS

Directs and supervises the maintenance of a central accounting system which includes maintaining ledgers for all funds, preparing or supervising the preparation of accounts receivable, processing accounts payable, charging to appropriate fund accounts and transfer of funds.

Prepares preliminary budget data with the City Manager and calculates projected revenues and expenditures. Assists City Manager in the presentation of the annual budget to Budget Committee.

Prepares employee payroll and maintains records documenting compliance with all state and federal payroll regulations. Maintains records of employee leave and other fringe benefits that may be provided. Manages retirement, health insurance, tax sheltered annuities, workers compensation, and leave accruals.

Web administrator for PERS.

Prepares financial statements detailing the status of budget expenditures and revenues, cash position and investments, and reports financial condition to City Manager.

Performs other duties associated with financial administration including certification of budget and taxes to be collected; preparation of bond sales prospectus under the direction of the City Attorney; redemption of matured bonds and interest; and investment of surplus moneys.

Assists in the development and preparation of staff reports.

Assists the City Manager in negotiating service contracts for health insurance, life insurance, and other insurance programs. Oversees city liability insurance, property insurance, fidelity bond insurance, and other insurance programs for the City.

Maintains records of all moneys submitted for payment of fees to the City and authorizes refunds when necessary. Performs reconciliations for all accounts monthly.

Assists in the enforcement of City codes. Assists with inquiries from citizens relating to City operations and finances. Coordinates with the City Manager and other employees to address citizen's concerns.

Serves as assistant purchasing agent.

Receives calls and complaints from the public and property owners. Assists as cashier as needed.

Performs further special regulations and procedures as directed by the City Manager and/or City Council.

Responsible for keeping the City Manager informed on all matters pertaining to the front office operations.

Performs all other duties, obligations, and exercises the powers set forth by resolutions, regulations or directions given by the City Manager.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a Bachelors degree in Accounting or Business Administration;

OR

B. Graduation from an accredited college with an Associates degree in a related field and two (2) years of responsible experience in government.

OR

C. An equivalent combination of education and/or experience that would provide the required knowledge, abilities and skills.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of laws and administration policies governing municipal financial practices and procedures; principals and practices of accounting and budget in government; principles and practices of management supervision; municipal and fiscal accounting principles; organization and functions of city government; modern office practices and equipment. Some knowledge of federal, state, and local laws, rules and regulations as they apply to city

management practices, financial management, and human resource management practices and procedures.

Working knowledge of water and sewer processes; basic organization and services of city government; methods and techniques of public contact and effective problem resolution; general office maintenance and practices; basic statistical records keeping; data gathering and reporting techniques; rules of English grammar, punctuation, and spelling; standard office procedures and equipment, including recording cash payments, utility billing, and collection procedures and processes; meter reading systems; operation of computer using various software programs related to work and word processing; spreadsheet and database management; operation of standard office equipment, basic mathematics; interpersonal communication skills and telephone etiquette; and public relations.

Considerable skill in taking and transcribing of oral dictation and in the use of a typewriter and word processing; use of bookkeeping and other office machines; and methods and techniques of public contact and effective problem resolution.

Ability to analyze a variety of administrative and financial problems and to make sound policy and procedural recommendations; understand and interpret laws and ordinances governing the operation of municipal government; maintain strict confidentiality related to sensitive administrative information; prepare and complete accurate reports; plan, organize, direct, and evaluate the work of subordinate employees; ability to perform fiscal planning and to assist in the formulation of fiscal policy; establish and maintain harmonious working relationships with other agencies, officials, employees, and the general public; and exercise judgment in the performance of duties.

Interact courteously, patiently, tactfully, and effectively with City staff, customers, and the public; occasionally in situations where relationships may be strained; make accurate arithmetic calculations and maintain accurate records; produce written documentation; operate personal computer using various programs; operate standard office equipment; perform detailed clerical work and maintain attention to detail despite frequent interruptions; understand and carry out written and oral instructions; balance cash receipts and maintain accurate financial records; work independently and make sound judgments within established guidelines; research information and solve customer service problems, and interpret ordinances and codes.

3. Special Qualifications:

Must be bondable.

Possess a valid Oregon Drivers License.

Must pass a background investigation

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing

required in the normal course of performing the job. Common eye, hand, and finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving. Periodic travel required in normal course of job performance.

Incumbents are required to enter data into computer terminals via keyboards and the work is performed while sitting for extended periods of time with the ability to move about at will; operate office equipment requiring repetitive arm/hand movement; sort, separate, and arrange material in a prescribed manner, often requiring the ability to differentiate between colors when using color-coded forms or files; retrieve hanging files weighing up to 20 pounds and carry them short distances; comprehend and make inferences from written material; and learn through oral instructions in and on-the-job setting. When collecting information, incumbents walk from the office to and around nearby facilities and drive to outlying facilities. Some assignments require operation of a typewriter to prepare documents.

In addition, employee must have sufficient mobility to work in a typical office setting and to use standard office equipment; sufficient vision to read printed materials and a computer monitor; and sufficient hearing and speech to communicate in person or over the telephone. Duties also require sufficient mobility to attend meetings, make presentations to groups, and visit various work related sites.

Work is largely conducted indoors in an office setting, in meetings or traveling to other cities, which involves sitting for extended period of time. Incumbents in this classification are expected to communicate verbally, in person, by telephone, in meetings, and while making presentations. A computer is used for word processing, spreadsheets, and electronic mail applications. Operating and safety standards are monitored by observing data in the form of various reports and memoranda.

5. Other:

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Must pass a background investigation.

The City of Carlton is an Equal Opportunity Employer. Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, martial status, mental/physical disability, or source of income.

City Recorder/Finance Director

Revised: March 28, 2012

Pay Class: 32.0

FLSA Exempt

GENERAL PURPOSE

Under direction of the City Manager, performs specialized administrative and clerical work involving the maintenance of official City records; financial administration involving assistance in the preparation of the City's budget and collection, custody and disbursement of City funds; the conduct of municipal elections; recording of City Council and Planning Commission proceedings; serving as executive secretary to the City Council; and supervises Administrative Assistant/Court Clerk.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager for the City of Carlton.

SUPERVISION EXERCISED

Provides direct supervision of the Administrative Assistant/Court Clerk, Part-time Office Assistant and Technician.

ESSENTIAL FUNCTIONS

Directs and supervises the maintenance of a central accounting system which includes maintaining ledgers for all funds, preparing or supervising the preparation of accounts receivable, processing accounts payable and charging to appropriate fund accounts, transfer of funds.

Prepares preliminary budget data with the City Manager and calculates projected revenues and expenditures. Assists City Manager in the presentation of the budget to Budget Committee.

Prepares employee payroll and maintains records documenting compliance with all state and federal payroll regulations. Maintains records of employee leave and other fringe benefits that may be provided. Manages retirement, health insurance, tax sheltered annuities, workers compensation and leave accruals. Web administrator for PERS.

Prepares financial statements detailing the status of budget expenditures and revenues, cash position and investments and reports financial condition to City Manager.

Performs other duties associated with financial administration including certification of budget and taxes

to be collected; preparation of bond sales prospectus under the direction of the City Attorney; redemption of matured bonds and interest; investment of surplus moneys.

Supervises the recording, filing and maintenance of City records bonds, ordinances, resolutions, leases and other legal records.

Prepares Council Packets for proceedings for all City Council meetings. Serves as executive secretary to the City Council and attests to Mayor's signature on City documents.
Serves as City election officer.

Publishes all legal notices for City Council.

Assists in the development and preparation of staff reports.

Assists the City Manager in negotiating service contracts for health insurance, life insurance, and other insurance programs. Oversees city liability insurance, property insurance, fidelity bond insurance and other insurance programs for the City.

Maintains records of all moneys submitted for payment of fees to the City and authorizes refunds when necessary. Performs reconciliations for all accounts monthly.

Assists in the enforcement of City codes. Receives and handles inquiries from citizens relating to City Operations. Coordinates with the City Manager and other employees to address citizen's concerns.

Serves as assistant purchasing agent.

Receives calls and complaints from the public and property owners. Assists as cashier as needed.

Performs further special regulations and procedures as approved by the City Council.

Responsible for keeping the City Manager informed on all matters pertaining to city hall operations.

Performs all other duties, obligations and exercises the powers set forth by resolutions, regulations or directions given by the City Manager.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a Bachelors degree in Accounting or Business Administration;

OR

- B. Graduation from an accredited college with an Associates degree in a related field and two (2) years of responsible experience in municipal government.

OR

- C. An equivalent combination of education and/or experience that would provide the required knowledge, abilities and skills.

2. **Knowledge, Skills, and Abilities:**

Considerable knowledge of laws and administration policies governing municipal financial practices and procedures and the recording and preservation of City records; principals and practices of accounting and budget in government; principles and practices of management supervision; municipal and fiscal accounting principles; organization and functions of city government; modern office practices and equipment. Some knowledge of federal, state, and local laws, rules and regulations as they apply to city management practices, financial management, and human resource management practices and procedures.

Working knowledge of water and sewer processes; basic organization and services of city government; methods and techniques of public contact and effective problem resolution; general office maintenance and practices; basic statistical records keeping; data gathering and reporting techniques; rules of English grammar, punctuation and spelling; standard office procedures and equipment, including recording cash payments, utility billing, and collection procedures and processes; meter reading systems; operation of computer using various software programs related to work and word processing; spreadsheet and database management; operation of standard office equipment, basic mathematics; interpersonal communication skills and telephone etiquette; public relations.

Considerable skill in taking and transcribing of oral dictation and in the use of a typewriter and word processing; use of bookkeeping and other office machines; methods and techniques of public contact and effective problem resolution.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations; understand and interpret laws and ordinances governing the operation of municipal government; maintain strict confidentiality related to sensitive administrative information; analyze a variety of financial problems and make recommendations; prepare and complete accurate reports; plan, organize, direct and evaluate

the work of subordinate employees; ability to perform fiscal planning and to assist in the formulation of fiscal policy; establish and maintain harmonious working relationships with other agencies, officials, employees and the general public; exercise judgment in the performance of the duties.

Interact courteously, patiently and effectively with city staff and the public; interact tactfully

and effectively with customers, occasionally in situations where relationships may be strained; make accurate arithmetic calculations and maintain accurate records and files; produce written documentation; operate personal computer using various programs; operate standard office equipment; perform detailed clerical work and maintain attention to detail despite frequent interruptions; understand and carry out written and oral instructions; balance cash receipts and maintain accurate financial records; work independently and make sound judgments within established guidelines; research information and solve customer service problems, interpret ordinances and codes.

3. Special Qualifications:

Must be bondable.

Possess a valid Oregon Drivers License.

Must pass a background investigation and physical examination, which includes a drug/alcohol screen.

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, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Incumbents are required to enter data into computer terminals via keyboards, and the work is performed while sitting for extended periods of time with the ability to move about at will. Incumbents operate office equipment requiring repetitive arm/hand movement; sort, separate, and arrange material in a prescribed manner, often requiring the ability to differentiate between colors when using color-coded forms or files; retrieve hanging files weighing up to 20 pounds and carry them short distances; comprehend and make inferences from written material; and learn through oral instructions in and on-the-job setting. When collecting information incumbents walk from the office to and around nearby facilities, and drive to outlying facilities. Some assignments require operation of a typewriter to prepare documents.

In addition, employee must have sufficient mobility to work in a typical office setting and to use standard office equipment, sufficient vision to read printed materials and a computer monitor, and sufficient hearing and speech to communicate in person or over the telephone, duties also require sufficient mobility to attend meetings, make presentations to groups and visit various work related sites.

Work is largely conducted indoors in an office setting, in meetings or traveling to other

cities, which involves sitting for extended period of time. Incumbents in this classification are expected to communicate verbally, in person, by telephone, in meetings and while making presentations. A computer is used for word processing, spreadsheet and electronic mail applications. Operating and safety standards are monitored by observing data in the form of various reports and memoranda.

5. Other:

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Must pass a background investigation and post-offer medical examination to include drug and alcohol screening.

The City of Carlton is an Equal Opportunity Employer. Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, martial status, mental/physical disability, or source of income.

Administrative Assistant/Court Clerk

Revised: March 28, 2012

Pay Class: 12

FLSA Non-Exempt

GENERAL PURPOSE

Under direction of the City Recorder, performs a variety of accounting tasks involved in accounts receivable and utility billing, including clerical and secretarial services; acts as receptionist and cashier; receives payments for water/sewer bills, fines and other City revenue; makes reconciliations and bank deposits; issues permits and licenses as may be required.

Performs clerical and administrative duties related to the operations of the municipal court which includes preparation and maintenance of records, coordination of court docket and proceedings; performs limited judicial functions in the absence of the judge; does related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the City Recorder for the City of Carlton and occasionally under the direct supervision of the Municipal Judge.

ESSENTIAL FUNCTIONS

Typing, filing, letter and report writing; making simple computations and tabulations accurately with the reasonable speed; understanding and following detailed oral and written instructions; exercising independent judgment in making decisions and work with limited supervision; interpreting governing laws, codes and regulations.

Administrative Assistant:

Answers and transfers telephone calls for all departments.

Orders and maintains all office supplies for the City.

Meets the public, acts as receptionist, gives information, issues permits and licenses, answers inquiries/complaints and refers inquires to the appropriate parties.

Maintains accounts receivables, which includes monthly utility billing and miscellaneous receivable billing.

Accepts payment for utility billings and other monies received by the city; provides receipts; balances cash. Receives cash and issues receipts for fines, license fees, and permits.

Initiates necessary action regarding bills and payments, service problems, disconnects and reconnects of utility service.

Prepares work order for public works department for such things as water leaks, plugged meters, street signs, broken water mains, sewer backups, chuck holes and other calls for service.

Maintain office files. Cashiers and keeps records of cash receipts, make deposits, balances receipts to deposits.

Type letters, memoranda and other materials from drafts, dictation and other sources. Issues business license letters, lists and follow up of payments.

Calculates and implements SDC and Utility increases by CPI.

Performs related duties as required. (These are some that Steven used to do)

Examples: Door key activation and cancellation, webmaster, records retention, planning compliance, rental property owner list, utility billing inserts.

Court Clerk:

Prepares and maintains court docket which includes filing citations, preparing court cards and assembling the necessary documents.

Processes sentence orders on defendants which includes preparing release agreements and arranging for payment of fines.

Type's warrants, show cause orders and notice of fines issued by the Judge.

Types letters and correspondence, acts as secretary for Judge.

Prepares documents, files and statistical reports for state and other agencies.

Receipts for monies received for municipal court including bails, fines and assessments.

Prepares abstracts on disposition of traffic citations and sends to Department of Motor Vehicles.

Answers inquiries from law enforcement officers, attorneys and the public in person, over the telephone or in writing regarding citations, court dates, non-payment of fines, postponements, jury duty, requests for records and related court matters.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

- A. Graduation from an accredited college with a Associates degree in Business Administration, Public Accounting, Secretarial Science or Post-Secondary legal aide training;

OR

- B. Combination of High School Diploma/GED and experience that would provide the required knowledge, abilities and skills.

2. **Knowledge, Skills, and Abilities:**

Considerable knowledge of organization and functions of city government; modern office practices and equipment; record keeping practices used in the maintenance of accounts receivable, utility accounts, billing procedures; appropriate cash handling procedures; effective English usage and grammar; municipal court procedures and functions.

Working knowledge of water and sewer processes; basic organization and services of city government; methods and techniques of public contact and effective problem resolution; general office maintenance and practices; basic statistical records keeping; data gathering and reporting techniques; properly record and document utility transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; meeting and deal with the public courteously and tactfully; establish priorities and organize own work load; standard office procedures and equipment, including recording cash payments, utility billing, and collection procedures and processes; meter reading systems; operation of computer using various software programs related to work and word processing; spreadsheet and database management; operation of standard office equipment, basic mathematics; interpersonal communication skills and telephone etiquette; public relations.

Considerable skill in taking and transcribing of oral dictation and in the use of a typewriter and word processing; use of bookkeeping and other office machines, including the operation of a computer to update/access files; typing, and ten key calculator; methods and techniques of public contact and effective problem resolution.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations; understand and interpret laws and ordinances governing the operation of municipal government; maintain strict confidentiality related to sensitive

administrative information; prepare and complete accurate reports.

Establish and maintain harmonious working relationships with other agencies, officials, employees and the general public; exercise judgment in the performance of the duties.

Interact courteously, patiently and effectively with city staff and the public; interact tactfully and effectively with customers, occasionally in situations where relationships may be strained; make accurate arithmetic calculations and maintain accurate records and files; produce written documentation; operate personal computer using various programs; operate standard office equipment; perform detailed clerical work and maintain attention to detail despite frequent interruptions; understand and carry out written and oral instructions; balance cash receipts and maintain accurate financial records; work independently and make sound judgments within established guidelines; research information and solve customer service problems, interpret ordinances and codes.

3. Special Qualifications:

Possess a valid Oregon Drivers License.

Must pass a background investigation and physical examination, which includes a drug/alcohol screen.

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, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Incumbents are required to enter data into computer terminals via keyboards, and the work is performed while sitting for extended periods of time with the ability to move about at will. Incumbents operate office equipment requiring repetitive arm/hand movement; sort, separate, and arrange material in a prescribed manner, often requiring the ability to differentiate between colors when using color-coded forms or files; retrieve hanging files weighing up to 20 pounds and carry them short distances; comprehend and make inferences from written material; and learn through oral instructions in and on-the-job setting. When collecting information incumbents walk from the office to and around nearby facilities, and drive to outlying facilities. Some assignments require operation of a typewriter to prepare documents.

In addition, employee must have sufficient mobility to work in a typical office setting and to use standard office equipment, sufficient vision to read printed materials and a computer monitor, and sufficient hearing and speech to communicate in person or over the telephone,

duties also require sufficient mobility to attend meetings, make presentations to groups and visit various work related sites.

Work is largely conducted indoors in an office setting, in meetings or traveling to other cities, which involves sitting for extended period of time. Incumbents in this classification are expected to communicate verbally, in person, by telephone, in meetings and while making presentations. A computer is used for word processing, spreadsheet and electronic mail applications. Operating and safety standards are monitored by observing data in the form of various reports and memoranda.

5. Other:

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Must pass a background investigation and post-offer medical examination to include drug and alcohol screening.

The City of Carlton is an Equal Opportunity Employer. Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, martial status, mental/physical disability, or source of income.

Administrative Assistant

July 29, 2014

Temporary

Position Ends Not Later Than June 30, 2014

FLSA Non-Exempt

GENERAL PURPOSE

Under direction of the City Manager, performs a variety of administrative tasks involved in including clerical and secretarial services, filing, record management and special projects as assigned by the City Manager. The position may be assigned to provide administrative assistance to various departments and operations as needed.

SUPERVISION RECEIVED

The position works under the direct supervision of the City Manager for the City of Carlton and occasionally under the general supervision of City Department Heads.

ESSENTIAL FUNCTIONS

Typing, filing, letter and report writing; making simple computations and tabulations accurately with the reasonable speed; understanding and following detailed oral and written instructions; exercising independent judgment in making decisions and work with limited supervision; interpreting governing laws, codes and regulations.

Administrative Assistant

The position provides general clerical and administrative support to the City Manager including filing, typing, management of City records and files, taking minutes of meetings, preparing external communications, and

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from an accredited college with a Associates degree in Business Administration, Public Accounting, Secretarial Science or Post-Secondary legal aide training;

OR

B. Combination of High School Diploma/GED and experience that would provide the required knowledge, abilities and skills.

2. Knowledge, Skills, and Abilities

Considerable knowledge of organization and functions of city government; modern office practices and equipment; record keeping practices; typing and preparation of various types of correspondence; effective English usage and grammar;

Working knowledge of basic organization and services of city government; methods and techniques of public contact and effective problem resolution; general office maintenance and practices; basic statistical records keeping; data gathering and reporting techniques; properly record and document transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; meeting and dealing with the public courteously and tactfully; establish priorities and organize own work load; standard office procedures and equipment; operation of computers using various software programs related to work and word processing; spreadsheet and database management; operation of standard office equipment, basic mathematics; interpersonal communication skills and telephone etiquette; public relations.

Considerable skill in taking and transcribing of oral dictation and in the use of a typewriter and word processing; use of office machines, including the operation of a computer to update/access files; typing, methods and techniques of public contact and effective problem resolution.

Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations; understand and interpret laws and ordinances governing the operation of municipal government; maintain strict confidentiality related to sensitive administrative information; prepare and complete accurate reports.

Establish and maintain harmonious working relationships with other agencies, officials, employees and the general public; exercise judgment in the performance of the duties.

Interact courteously, patiently and effectively with city staff and the public; interact tactfully and effectively with customers, occasionally in situations where relationships may be strained; make accurate arithmetic calculations and maintain accurate records and files; produce written documentation; operate personal computer using various programs; operate standard office equipment; perform detailed clerical work and maintain attention to detail despite frequent interruptions; understand and carry out written and oral instructions; work independently and make sound judgments within established guidelines; research information and solve customer service problems, interpret ordinances and codes.

3. Special Qualifications

Possess a valid Oregon Drivers License. Must pass a background investigation.

4. Work Environment

The position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be required in normal course of job performance.