



OREGON
Lebanon
THE CITY THAT FRIENDLINESS BUILT

CITY CLERK

\$61,608 - \$80,088

Plus Excellent Benefits

Apply by

May 19, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning north-west Oregon, the City of Lebanon is conveniently positioned near major highways and airports.

The area boasts a large variety of activities and beauty in any direction, and scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

Lebanon is a growing, vibrant city that offers its citizens a variety of recreational activities, yet still maintains a small town, neighborly atmosphere. Lebanon offers the right city clerk a rewarding career opportunity in a well-managed organization and an amazingly beautiful place to live!



THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community's 300 acres of well-maintained parks. Beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated in December for "Holidays in the Park". Cheadle Lake Park is popular with walkers, bicyclists and dog walkers. The park is also home to AYSO soccer fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of July and other community events are held. During the summer months, Strawberry Plaza, a downtown art-themed pocket park, hosts the Noon at the Plaza performance arts series, First Fridays, Lebanon Brewfest and a Saturday evening concert series.

The annual Strawberry Festival which began in 1909 features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City That Friendliness Built."

Lebanon is home to the first medical college in Oregon in over 100 years, College of Osteopathic Medicine of the Pacific-Northwest, equally impressive is Linn Benton Community College's Advance Transportation Technology Center and Healthcare Occupations Center. These schools offer excellent higher education and trade school opportunities. Oregon State University, the University of Oregon, and the main campus of Linn-Benton Community College are nearby.

THE CITY

Incorporated in 1878, the City of Lebanon is a full-service city with an exceptional workforce of approximately 106 full-time employees and a 2019 budget of \$60,432,871. The City operates under the Council-Manager form of government and is divided into three Wards with two councilors elected in each in alternating even years. The Mayor is elected by the entire city and serves as the chairperson at all City Council meetings and appoints all members of the City's commissions and boards. The City Manager is appointed by and serves at the pleasure of the Council and is responsible for the day-to-day administration of city business. The City is comprised of 9 departments including Administration, Community Development, Engineering, Finance, IT, Library, Maintenance, Police and Senior Services.

Fire services are provided by Lebanon Fire District. The Community Development motto, *"It's easier from here."* expresses the organization's commitment to providing high quality services to ensure residents' daily lives run smoothly and pleasantly.

THE DEPARTMENT & POSITION

Operating on a 2019 budget of \$213,029 with 1.625 FTE's including the City Clerk and an Administrative Assistant, the City Clerk's Office serves the citizens of Lebanon as an accessible and responsive representative of open and transparent government and ensures that Oregon Public Meeting Laws and Public Records Retention, Disposition and Disclosure Laws are adhered to. The City Clerk's Office also oversees the City's official records, City elections, liquor licensing and the legislative processes of the Lebanon City Council and Council Advisory Boards. The City Clerk's office will continue to strive to provide timely, open, and transparent records.

Under the general direction of the City Manager, the City Clerk performs administrative, technical and professional duties in directing and performing the City Clerk functions for the City and serves as a member of the City management team. The City Clerk serves ex officio as Clerk of the City Council and attends all Lebanon City Council Meetings to keep accurate record of its proceedings and administers oaths of office. The City Clerk also co-signs all orders on the treasury with the Mayor and acts as the City's Elections Official and Records Manager.

Responsibilities Include:

- Supervise, plan and assign work tasks, review and evaluate work assignments and performance. Provide training on department policies and practices.
- Ensure legal notification of public hearings and meetings for City Council and Council Advisory Committees/Boards in accordance with state public meetings law.
- Co-sign with the Mayor on all orders on the treasury.
- Compose, prepare, sign, interpret and maintain ordinances, resolutions, minutes, agreements, contracts, and other official documents.
- Performs certification and recording for the City as necessary on legal documents requiring such certifications, seals and attests by signature.



- Advise departments regarding documentation for Council Agenda packet preparation. Direct and review completed agenda reports, ordinance, and resolutions for accuracy, completeness, and timely dissemination of packets.
- Provide public information and records upon request in compliance with the Oregon Public Records Law. Respond to public inquires and concerns.
- Interpret, compose, update, and administer policies and procedures to maintain compliance with state law: Records Management Program, Public Records Request Procedures, and Disaster Recovery Program.
- Advise and educate City departments on programs/requirements of local and state laws.
- Custodian of official records and public documents of the Lebanon City Council.
- Manages City Elections in accordance with the City Charter and state law including official notifications/communications with county and state election offices. Provide election information to candidates and political committees, certifies candidates, and performs oath of office to newly elected officials and the Chief of Police.
- Responsible for staff development to include writing and delivering performance appraisals and discipline notices.
- Manage the City's Liquor License Program and serves as the City's liaison with the Oregon State Liquor Control Commission.
- Provides confidential assistance to Human Resources with personnel investigations.
- Serve as Oregon Notary Public for City business.
- Track and allocate expenditures for the Administration department.

IDEAL CANDIDATE PROFILE

Education and Experience:

An Associates Degree from an accredited college or university in business administration or a closely related field, and at least two (2) years of experience in public records management, and four (4) years of management experience is required. Candidates must have the ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment, possess or obtain a valid Oregon driver's license within the first 30 days of employment, and possess or obtain an Oregon Notary Public within 60 days of hire. Upon completion of probationary period, candidates will be required to begin the Certified Municipal Clerk (CMC) program and reach CMC status within four years of hire date.

A bachelor's degree, Association of Records Managers and Administrators (ARMA) certification, Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC) certification, and experience in municipal government, state and local elections law, parliamentary procedures, and government financing and budgeting are highly preferred.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

The City of Lebanon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 19, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.

COMPENSATION & BENEFITS

- **\$61,608 - \$80,088 DOQ**
- 95% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Long Term Disability
- Generous Vacation & Sick Leave
- 40 Hours/Year Administrative Leave
- 11 Paid Holidays
- Oregon PERS
- Educational & Professional Development
- Employee Assistance Program
- Optional FSA, AFLAC, Deferred Compensation, Prepaid Legal, & ID Theft.



Please visit:
www.ci.lebanon.or.us

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