



MEMORANDUM

TO: City Council

FROM: Jennifer Gorsuch, Administrative Services Director

RE: Administrative Services Department position descriptions

September 8, 2015

On the September 21 regular meeting agenda, there will be resolutions revising position descriptions for 2 non-represented positions in the Administrative Services Department. The positions are being modified, both in title and function, to meet the changing needs of the department and the City operations overall.

Over the past several years, regulations/processes related to public records and records retention have evolved, both for the State as well as all public entities. This has changed the way we need to do business with regard to City Clerk functions. The functions are somewhat decentralized in Camas. Due to increasing demand from the public for all types of public records, as well as changes to laws and regulations, this function of the City needs to be restructured to ensure our liability is limited. Formally assigning these functions and centralizing them will ensure compliance and efficiency.

Additionally, the Executive Assistant is beginning to work the majority of the time for Human Resources. This was originally incorporated into the job duties back in 2007, but due to City administration/legislative demands, as well as some staffing issues since that time, this job change was delayed. The ability to have this position commit to Human Resources duties the majority of the time has finally become a reality within this past year. Revising this job description is appropriate, both now, and for the future staffing needs of the City.

There are no proposed changes to salary scales and the staffing for the department remains the same.

The changes are as follows:

Administrative Assistant/Deputy City Clerk (currently Administrative Assistant)

This position description has been revised to cover City Clerk functions including public records, council agenda preparation and meetings, records management, bid openings, legal notices,

elections, oaths of office, as well as setting up and maintaining a social media presence for the overall City. The position will assist the Mayor and City Administrator in a supporting role. This position will step in to assist Human Resources as needed and requested. This is a non-represented position.

Human Resources Assistant (currently Executive Assistant to City Administrator)

This position description has been revised to mainly encompass Human Resources duties, including some negotiations assistance. This position will step in as Deputy City Clerk and assist as needed in the absence of that position, including Mayor and City Administrator, as well as assist other departments as needed and requested. This is a non-represented position.