

City Recorder Litany

Does anybody in Oregon...who isn't one...have any idea what a City Recorder does? Of course not...so you have to tell them. That's what "Explaining" is all about. You have to explain to your fellow citizens that your professional responsibilities mean that you must:

Know Oregon Ethics Law...Election Law...Public Records Law...the City Municipal Code...and the telephone numbers and extensions of every office in city government – and be able to recite any of it in your sleep...ensure that city policies conform with county, state, Federal laws, and the latest court rulings...manage your office and help everybody else in City Hall manage theirs...confer with attorneys...confer with developers...confer with candidates...develop city council agendas...manage, record and circulate all city council actions, resolutions, and minutes...explain to the mayor and council how city government works...get along with everybody...conduct and/or coordinate city elections and everything that has to do with them...keep the city manager from assaulting the mayor – and visa versa...practice control: mind, body, and bladder...help develop data and supporting material for all council actions...obey all state and Federal court decisions...never, ever get sick...never get tired...never get sick, and tired...be on time when nobody else is...get there before everybody else and leave after everybody else has gone home...know the maintenance staff by their first names...be an expert on all aspects of everything and everybody in City Hall – and accept responsibility for them...listen attentively to presentations by the mayor, the council, the city manager, every department head, your staff, other staff, community leaders, distinguished guests, unhappy taxpayers – and auditors...prepare for, attend, participate and stay awake in city council meetings...visit with family occasionally...join and participate in O.A.M.R. activities...be kind to vendors...confer with contractors and subcontractors...master the latest in technology...be an expert on all OSHA and ADA rules and regulations...field media questions when nobody else wants to take the heat...attest, notarize, process, file, research, retrieve, maintain, monitor, plan, evaluate, receive, sign, countersign, conduct, open, close, seal and deliver upon request every document that flows into and out of City Hall...convince your spouse or significant other that all those late night meetings really are for city business...have Extra Sensory Perception...smile a lot...listen attentively...think creatively...and always remember that you are doing the Lord's work every time somebody asks who you are and you proudly tell them, "I'm a City Recorder."