

Town of Nolensville

Job Description

Job Title: Town Recorder
Reports To: BOMA
Supervises: None
FLSA Status: Non-exempt
Approved Date: October 27, 2015

I. Purpose of Job

Responsible for the preparation, custody, and preservation of Town public records, including Ordinances, Resolutions, minutes, official business of Board of Mayor and Aldermen meetings, contracts, and related documents.

II. Essential Job Duties

A. Provides Administrative Support to BOMA and Beer Board

- Prepares meeting agendas, assembles background information; creates Power Point presentations with exhibits.
- Researches information on agenda items.
- Drafts ordinances and resolutions for policy/procedural and contractual items (non-land use); consults with Town Attorney to ensure compliance with Tennessee Code Annotated.
- Drafts, posts, and publishes public notices in newspaper.
- Posts meeting dates, announcements, agendas, and supporting information packets to Town website; distributes packets to Board Members.
- Attends meetings and keeps notes; prepares official minutes; posts approved minutes on Town web site.
- Preserves audio recordings of meetings and approved minutes as open public records; responds to open records requests per TCA.
- Publishes notices of approved Ordinances in newspaper; communicates amendments to the Municipal Code to MTAS for codification service.
- Writes, posts, and publishes notices of BOMA public workshops and hearings; keeps records and minutes when required.

B. Maintains Custody of Town Contracts

- Forwards draft contracts to Town Attorney for review and comments before BOMA consideration.
- Maintains files of executed contracts and associated resolutions for agreements between Town and vendors, consultants, county and state service providers, etc.

C. Processes Liquor Permits

- Sends written notice to business owners for collection of privilege taxes; processes payments; issues revocation/suspension of permit for failure to pay.
- Issues permits and renewals.
- Processes applicant background checks for consideration of permits by Board.
- Monitors TABC LBD permit report for new Nolensville businesses.
- Maintains files of permitting for beer, liquor by the drink, and package stores.

III. Other Job Duties

Performs other job duties as assigned, including:

- Certifies copies of official records, papers, and documents.
- Assists in preparing data for TML and OSHA audits.

IV. Primary Job Challenges

Primary challenges of this position include ensuring compliance with all public notice timeliness and other requirements and attention to detail to ensure accuracy of meeting minutes and recordkeeping.

V. Equipment Operated

Operates computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone.

VI. Key Competencies Required

Job Content Knowledge

Requires in-depth knowledge of subdivision regulations, Municipal Code, Tennessee Code Annotated, Town Zoning Ordinance, Planning Commission bylaws, and other City municipal codes as they pertain to the duties of the position. Knowledge of Microsoft Office, Adobe, and website administration is required. Must have strong organizational skills.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or

schedule form.

Teamwork

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Frequently sit, talk or hear.
- Regularly use hands to finger, handle, or feel.

Work Environment:

The work environment is quiet (examples: library, private office). moderately noisy (examples: business office with computers and printers, light traffic).

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a Bachelor's degree in business administration or equivalent plus three to five years of municipal administration related experience, or an equivalent combination of education and experience.

Required Certifications/Licenses:

Certified Municipal Recorder