



FAIRVIEW CITY

gateway to skyline drive

85 South State, P.O. Box 97
Fairview, Utah 84629

Phone (435) 427-3858

Fax (435) 427-3275

Essential Job Functions

Perform administrative duties in handling City records, meeting minutes, ordinances, and resolutions. This position maintains and manages agreements, contracts, and a wide variety of tasks and documents for the City. There is required attendance of evening meetings on a regular basis. Supports Mayor, City Manager, department heads, and elected officials.

Accountability/Supervision

This position is a statutory position appointed by the Mayor and confirmed by the City Council. The City Recorder works under immediate direction of the Mayor, City Council, and directly with the City departments.

Job Duties

- Conducts and supervises all City elections as provided by law; renders all interpretations and makes initial decisions about controversies and other matters relating to the general provisions of the election code.
- Must be able to attend all City Council meetings (evenings).
- Attend other committee meetings as needed for minutes (including evenings).
- Prepare draft minutes for Council approval.
- Post agendas, distribute, and publish meeting minutes.
- Fulfill GRAMA requests.
- Custodian of all official minutes, records, contracts, and other official city documents.
- Performs official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials.
- Assist the City Manager in the preparation of annual budgets.
- Payroll processing.
- Assist with, and participates in, various City sponsored events;
- Cemetery Sexton responsibilities.
- Other duties as assigned.

Essential Job Requirements

Considerable knowledge of municipal organizations and department operations including applicable laws and regulations; working knowledge of federal, state, and local laws as they apply to functions within the Recorder's Division.

- Skill in resolving disputes and complaints from the public.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with the mayor, city council, department/division heads, employees, other governmental agencies, suppliers, customers, and the general public.
- Knowledge of principles and practices of record retention set by State of Utah, preferred.

Possess the ability to organize work to assist in the timely completion of responsibilities. Must be able to think and act independently with minimum supervision. Have an understanding of governmental accounting and processes, business office operations, or be able to assimilate this knowledge rapidly. Must hold regular office hours 8am to 4pm, Monday through Thursday.

Education, Experience, and Training

General office experience.
Basic Office 365 skills.
Experience processing payroll an asset.

Working conditions

Office environment. Essential duties of this job are the requirements to sit, stand, talk, and hear. Physical demands may include occasional lifting up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employment Status

The employee filling this position is a non-exempt employee and is “at will.”

Application Procedure

Resumes will be accepted until the position is filled; however first consideration will be given to resumes received by January 17, 2023. Email resumes to citymanager@fairviewcity.com or submit in person at the City Office. If you do not have access to a computer, you may come to the Fairview City Offices office located at 85 S State St, Fairview UT 84629 between the hours of 8:00 a.m. to 4:00 p.m. Monday through Thursday.

Fairview is an Equal Opportunity Employer