

ORDINANCE NO. 437A

AN ORDINANCE RECOGNIZING THE CITY RECORDER/ADMINISTRATIVE SECRETARY AND PROVIDING FOR THE TRANSFER OF THE RECORDER RESPONSIBILITIES FROM THE FINANCE DIRECTOR POSITION.

WHEREAS, The State of Oregon requires the position of City Recorder be established for any incorporated City; and

WHEREAS, The City of Troutdale has historically placed this position in a combined job title City Recorder/Finance Director; and

WHEREAS, The City has grown and functions and duties of the Finance Director have become more complex; and

WHEREAS, City Recorder functions are more appropriately identified as clerical functions performed for the Council;

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THAT:

Section 1. The position of City Recorder for the City of Troutdale shall hereby be recognized as City Recorder/Administrative Secretary and be located within the Executive Department of the City of Troutdale.

Section 2. Specific responsibilities, which includes but is not limited to: public notices, official document recording, and Clerk to the Council, will be set out in the job description.

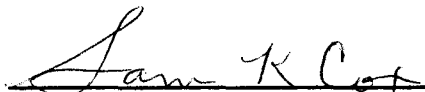
Section 3. The transfer of City Recorder responsibilities shall be effective May 1, 1985.

PASSED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS TWELFTH DAY OF MARCH, 1985.

YEAS: 6

NAYS: 0

ABSTAINED: 0



SAM K. COX, MAYOR
DATED: 3/13/85

ATTEST: