

The City Recorder performs a variety of duties supporting the City Council, Finance Manager, Contracted Staff and Committees, Boards, and Commissions. Maintains responsibility for the City's Social Media; municipal codes for resolutions and ordinance; and municipal elections as the City's Election Officer.

The City Recorder keeps an accurate record of all proceedings of the City Council and other City Boards and Committees, such as: preparing agendas and packets, recording meetings, transcribing minutes, and maintenance of all city records and documents, as well as the public notification process.

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