



JOB ANNOUNCEMENT

Title: City Recorder
Pay: \$35,000 Annually
Opens: December 9th, 2021
Closes: Open until filled

Status: Part-time; 30 hours per week
Days: Monday - Thursday
Hours: 8:30AM - 5:00PM
Lunch Break: 12:30PM - 1:30PM

BACKGROUND

In one of the most picturesque settings on the Western Slopes of the Cascade Mountains is the little town of Sodaville where on the hillside overlooking the town and valley is located the famous Sodaville Mineral Springs residing under the current City Hall. Incorporated in 1880, it officially became the City of Sodaville, Linn County, Oregon. There has been an increased interest in living in the small-town atmosphere with a current population of approximately 355. The City of Sodaville is close to amenities available in the cities of Lebanon and Sweet Home, wildlife, lakes, rivers and surrounding Bureau of Land Management forests. The City of Sodaville is located close to Hwy 20, Hwy 34 and offers quick access to I5. Located an hour and a half from Portland, 45 minutes from Eugene and Salem, and two hours from Bend, Oregon.

POSITION DESCRIPTION AND QUALIFICATIONS (general)

This position performs complex administrative and confidential functions as the City Recorder, which includes elections, records, agendas and minutes, Mayor and Council support. This position also provides administrative, fiscal support and human resources related support to the Mayor and City Council members.

For a complete job description and application process please visit our website: www.sodaville.org

TO APPLY

To apply, an applicant must complete and submit the City's employment application along with the applicant's resume to the City no later than 5:00 p.m. on December 16th; provided, however, the City may accept applications and resumes after that date if in the City's best interest. This position will remain open until filled. The City's application for employment and veteran's preference form is available online at www.sodaville.org

Application and resume must be submitted in one of the following ways:

E-MAIL:

sodaville@cityofsodaville.org

MAIL:

City of Sodaville
Job Post - City Recorder
30723 Sodaville Rd.
Lebanon, OR 97355

Please contact by email at sodaville@cityofsodaville.org if you have any questions regarding the position or application process.

EQUAL OPPORTUNITY EMPLOYER

The City of Sodaville is an Equal Opportunity Employer. The City considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, sexual orientation, and/or any other legally protected status. The City is a drug-free workplace. Individuals who require an accommodation relating to the application process should request the accommodation in advance so that necessary arrangements can be made.