

Updated 6/10/2026

## **Recorder**

### **Reports to**

Mayor and citizens of Bull Shoals

### **Job Overview**

The primary responsibility of the Recorder is to attend and record minutes for the city meetings monthly or as needed. Ensure that all the minutes are up to date and available for review. Respond to FOIA requests as they come in.

### **Responsibilities and Duties**

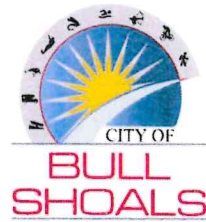
- Respond to requests for information (FOIA) from the public, other municipalities, state officials, or state and federal legislative offices.
- Record and edit the minutes of meetings then, once reviewed by the mayor, distribute to appropriate officials or staff members.
- Records and submits City Council meeting minutes.
- Collects, organizes, and maintains records.

### **Expectations**

- Communicate with all areas of city government and offices.
- Collaborate closely with the mayor in all aspects.
- Ensure bank accounts are current and correct.

### **Qualifications**

- Must have strong grammar, spelling, reading, and writing skills.
- Excellent communication skills.
- Ability to work individually or in a team.
- Exceptional attention to detail.
- Time management and ability to multi-task.
- Communication skills
  - Must be able to explain policies and procedures clearly.



- Integrity
  - Must be trusted to adhere to applicable confidentiality and privacy rules.
- People skills
  - Must understand and communicate information effectively to establish positive relationships.
- Organizational skills
  - Must be able to retrieve files and other information quickly and efficiently.