



420 Capitola Avenue  
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## **EMPLOYMENT OPPORTUNITY**

**RECORDS COORDINATOR**  
**Salary Range: \$3000 to \$3647/Month**  
**(Plus Excellent Benefits)**

**FINAL FILING DATE: FRIDAY, JULY 23, 2004**

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### **SELECTION PROCEDURE:**

All properly completed applications will be reviewed and the most qualified candidates will be invited to attend an oral board interview. To be complete, an application must include the completed City application, supplemental questionnaire, typing certificate for 45 wpm, and three professional references. Additional clerical tests may be required. The City Application is available at Capitola City Hall.

### **DEFINITION**

Under general direction of the City Clerk, plans, manages, coordinates the conduct of the City's centralized records management program, including the receipt, storage, retrieval, and disposition of official City records; works with records representatives from all departments; provides training; performs related duties as required.

### **KNOWLEDGE & ABILITIES**

#### Knowledge of:

- Standard office procedures, practices and equipment
- Proper grammar, spelling, punctuation and business correspondence format
- Computer processing skills (Word, Power Point, Excel, Outlook)
- Current records management practices and procedures
- Laws related to records retention and disposition.

#### Skills:

- Effectively develop and coordinate office systems and work under pressure to meet deadlines.
- Effectively operate modern office equipment including computer equipment, copier, scanner, microfilm reader, etc.
- Effectively use word processing and spreadsheet programs.
- Effectively compose correspondence and routine administrative reports.

#### Ability to:

- Interact effectively with all levels of employees and the public.
- Maintain good working relationships with other departments and employees.
- Develop and implement division goals, objectives, policies and procedures.
- Communicate effectively both verbally and in writing.
- Conduct needed analysis to determine the City's Records Management needs both on a short and long-term basis.

- Anticipate staff's records storage and access needs and work cooperatively with staff to identify alternatives and/or implement conversions.
- Analyze work procedures and determine automation and other technologies to streamline procedures and aid in the City's effective and efficient operation.

## **EDUCATION AND EXPERIENCE**

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Successful completion of two years of college-level course work in Business or Public Administration, Secretarial Science or a directly related field, and two years of increasingly responsible record keeping experience including the maintenance of automated and manual records and files; or
- High school graduation or tested equivalent and four years of increasingly responsible record keeping experience including the maintenance of automated and manual records and files.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The full job description is available in the City Manager's office.

- Coordinate all records management functions for the City, including the receipt, storage, retrieval and disposition of official City records in accordance with legal requirements and records management policies and procedures.
- Inventory and order supplies and equipment according to established procedures; review related invoices for payments.
- Advise, and otherwise provide, assistance to the City Clerk and other City personnel regarding records management policies, procedures, and legal requirements; assist in the conduct of research and the development of departmental policies and procedures, and records management systems.
- Develop, implement and maintain policies and procedures for the recording, indexing, filing and retrieving of active documents and the storage of inactive documents.
- Responds to public inquiries and Public Record Act requests, verbally and in writing, and provides assistance in the use of public records.
- Directs and participates in the development and maintenance of manual and automated indexing and storage systems.
- Assist the public and City employees by providing information and research assistance regarding the City's documents.
- Assists in the development of budgetary requirements for maintenance and improvements to the records management program.

### **Reasonable Accommodations for the Disabled**

**If special accommodations are necessary at any stage of the examination process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**

**Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.**