

RECORDS COORDINATOR

GENERAL PURPOSE

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.

SUPERVISION RECEIVED

Reports to and works under the general supervision of the City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Develop and implement Disaster Preparedness and Vital Records Program.
- 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.
- Review and monitor legal requests for records.
- Directs and participates in the development and maintenance of manual and automated indexing and storage systems.
- Ensures the effective implementation of the records retention program.
- 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.
- Instructs other personnel in the operation and routine maintenance of telephone and micrographic equipment as necessary; maintains procedures manuals.
- Assigns work to subordinate staff and volunteers and provides training and assistance; reviews work for accuracy and conformity to established standards.
- Interpret Federal, State, and other regulations relating to records keeping and destruction requirements and ensure compliance with all regulations.
- Perform a variety of administrative duties in support of the City Clerk's office.

DESIRED MINIMUM QUALIFICATIONS**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; or

Necessary Knowledge, Skills and Abilities:**Knowledge of:**

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

Skills:

- Effectively operate modern office equipment including computer equipment, copier, scanner, microfilm reader, etc.
- Effectively develop and coordinate office systems and work under pressure to meet deadlines.
- 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.
- Train, motivate and supervise employees.
- 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.
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SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine. Microsoft Office Software Programs (particularly Word, Excel, Power Point, Outlook, etc.)

PHYSICAL DEMANDS

The physical demands described herein are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised:

[DRAFT: 11/5/01]