

RECORDS MANAGEMENT COORDINATOR

DEFINITION

Under general supervision of the City Clerk, the Records Management Coordinator administers and maintains the City-wide official records system, which includes document retention, storage, and retrieval systems; assigns, supervises, and reviews work of Records Management personnel; performs a variety of administrative duties in support of the City Clerk's Office; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position reporting to the City Clerk. This position is distinguished from the Records Management Clerk in that the incumbent is responsible for supervising staff and coordinating all functions of the City records systems. Work is subject to continuing review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops and maintains computerized and manual records management systems for the City's official documents; develops, implements and maintains policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents; updates retention schedules to reflect current legal requirements; coordinates microfilming production, quality control procedures, and off-site storage; assists the City Clerk in planning for long-term storage and disaster recovery of imaged and printed records; works with departmental records staff to identify documents and provide records system training; serves as department representative to the Document Imaging Committee; assists the public and City employees by providing information and research assistance regarding the City's documents; responds to inquiries regarding public records; identifies problems and suggests recommendations for improvements; operates a variety of office equipment, including imaging equipment, microfilm reader/printers, load lifters, computers, scanners, photocopiers, fax machines, and printers; organizes, plans, assigns, schedules, and supervises work of subordinate personnel; maintains work-related records; may counsel, evaluate, and recommend disciplinary action for subordinates; understands and follows oral and written instructions; communicates effectively, both orally and in writing; establishes and maintains cooperative working relationships with those contacted in the course of work; routinely adheres to and maintains a positive attitude; safely operates a city vehicle; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience – Graduation from high school or GED equivalent, supplemented by sixty (60) college semester units in records management, library science, or related field and three (3) years of increasingly responsible records management experience or advanced administrative experience involving filing systems. Designation as a Certified Records Manager (CRM), Certified Document Imaging Architect (CDIA), or Certified Municipal Clerk (CMC) is desirable.

Knowledge & Abilities - Knowledge of: The Public Records Act, the Freedom of Information Act, and the Brown Act; filing methods, systems and equipment used in storing, retrieving, and updating City records; procedures and requirements for archiving municipal records; current document imaging technology; office practices, procedures and clerical techniques involved in indexing, filing, filming, and destroying records and documents; principles and practices of employee supervision, including training, work evaluation and discipline; modern office methods, practices, procedures, equipment, and MS Office; and elements of proper English usage, vocabulary, spelling, punctuation, and grammar.

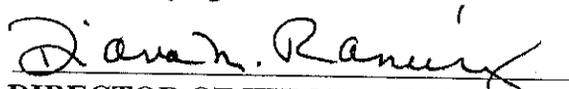
Ability to: Develop and maintain complex record keeping systems; interpret, explain and apply applicable Federal, State, and local laws, codes, regulations, policies and procedures; respond to requests and inquiries for information regarding records management; compile information relevant to records handling for reporting purposes, such as record handling volume, equipment and storage forecasts; train employees in the use of records and management programs; plan, assign and supervise the work of the records management staff; organize own work, coordinate projects, meet critical deadlines, and follow-up on assignments with minimal direction; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; perform difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality; compose clear, concise, and grammatically correct correspondence; effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees; establish and maintain effective working relationships with fellow employees, supervisors, and the general public; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; use patience, tact, and courtesy in dealing with the public; utilize computer software programs competently; and operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Must possess a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an office environment in close proximity to other workers. Physical demands are light, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE:

