



## JOB DESCRIPTION

### Records Management Coordinator

Date Prepared: July 2014

**SUMMARY:** Under limited supervision, develops and maintains automated and manual records management systems for the City's official documents.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Develop and maintain policies and procedures for the recording, indexing, filing, and retrieval of active documents and the storage of inactive documents.
- Plan, organize, schedule, assign, and evaluate the work of staff assigned to the Records Division.
- Interpret and apply laws, rules, and regulations regarding records management and retention.
- Prioritize and schedule the workload to ensure completion and deadlines are met.
- Update and maintain the City's retention schedule to meet legal requirements.
- Research, coordinate, log, and track public records requests and subpoenas; work with law firms to locate documents; monitor requests to ensure compliance with the State of California Public Records Act deadlines.
- Receive, process, and respond to all administrative review requests.
- Maintain the records center to include the establishment of a cataloging resolution system and plans for long term storage and disaster recovery.
- Review all contracts prior to data entry.
- Assist all departments with organizing, boxing, labeling, storing, and retrieving public records.
- Assist departments with preparation and compliance of records retention schedule and state codes relating to documents.
- Provide instruction to the general public, City employees, and outside agencies, orally or in writing, related to records retention and records requests.
- Create a staff report and resolution listing for document destruction; obtain City Council approval, ensure documents are destroyed and logged.
- Reviews contents prior to destruction.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma or GED equivalent; completion of coursework related to the principles of records management; AND five years of experience, including two years of supervisory experience, in records management; OR an equivalent combination of education, training, and experience. Designation as a Certified Records Manager desirable.

**Knowledge of:**

- City policies and procedures.
- State of California Public Records Act.
- Specialized computer scanning software.
- Public records requests.
- Contract administration/form experience.
- Principles and practices of records management and retention.
- Record keeping and file maintenance principles and procedures.
- Principles and practices of effective employee supervision.
- Filing methods and recordkeeping.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Maintaining accurate information in alphabetical, chronological, and numerical order.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying information from technical manuals.
- Using advanced functions of document imaging programs.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Using independent judgment, discretion, and maintaining confidentiality.
- Establishing and maintaining cooperative working relationships with the City Council, City Manager, department heads, managers, supervisors, employees, legal offices, process servers, external private and public agencies and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment. May be exposed to extreme temperatures and dusty conditions within the Records Center. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking, 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.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date