



JOB DESCRIPTION

RECORDS MANAGEMENT COORDINATOR

DEFINITION

Under administrative direction of the Records Manager, assists departments in the application of record management policies, procedures and techniques, including filing systems, indexing, central records storage, retrieval, and disposition. Maintains centralized City records in the Records Division of the City Clerk's Office; facilitates the City's record retention schedule, provides technical assistance to all City departments, and performs related duties as required.

CLASS CHARACTERISTICS

The Records Management Coordinator is a paraprofessional level class facilitating the daily administration of the Record Division. One or more employees may be supervised. Serves as a technical resource for assigned staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Assist with analysis and resolution of complex records management problems.

Under direction, provide consultation in Records Division procedures and policies to departmental staff.

Establish and maintain procedures to ensure records inventory is adequately controlled.

Assists with maintenance of citywide department records in accordance with legal requirements, records management policy and procedures.

Coordinates the City's records management program and assists departments in the application and implementation of record management policies, procedures and techniques, including filing systems, indexing and central records storage, retrieval and disposition.

Oversees and performs the preparation, entering, indexing and retrieval of records and information from computer databases. Maintains the integrity of the data entered.

Assists with records retention schedules, policies, procedures and manuals for records management, records imaging, vital records protection and preservation and disaster preparedness.

May supervise, train and evaluate records management staff as required.

Assist other in the performance of related tasks.

Performs a variety of office administrative tasks.

Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that would provide the required knowledge, skills and abilities necessary for satisfactory performance. Example combinations include: graduation from high school and three years experience in



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assisting in a comprehensive records management program, preferably in a government agency, including records retention and disposal, orderly transfer of records, policies and procedures for administration of a records program and identifying and preserving important legal and historical documents. An Associate's Degree in records management, public administration or related field is highly desirable.

Knowledge, Skills and Abilities

Knowledge of principles of records management, organization and administration; some knowledge of local, state and federal laws relating to records retention and dissemination; knowledge of modern office methods, records filing systems, equipment and practices. Ability to use judgment and initiative; ability to establish and maintain effective working relationships with employees and the public.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car). Ability to lift 25 pounds.

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public.

Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, various computer printers, video equipment, microfilm and aperture card reader machines.