



RECORDS COORDINATOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general supervision, this position plans and coordinates and provides administrative support in the development, implementation and on-going the maintenance of official City documents; assists in the City's departmental records management program; and provides records management training to City departments.

Classification Characteristics:

The Records Coordinator is a full journey level class that performs complex administrative duties. The Records Coordinator must be responsible, accurate and proficient in the duties assigned. Incumbents in this position must maintain a high degree of independent judgement and personal initiative. This position receives general supervision.

Essential Functions:

- Coordinate and administer the City's comprehensive records management program including appropriate control over the maintenance, protection, retention and disposition of records in accordance with legal and operational requirements.
- Coordinate and respond to requests for records under the California Public Records Act; receive subpoenas and summons and coordinate with appropriate departments; determine availability, legal restrictions and location of information requested; certify copies of City documents and records as required.
- Train and assist City departments in coordinating and implementing the records management plan including the application of the City's records management policies, procedures and techniques.
- Inventory, or assist in inventorying, the active and inactive records of each City department.
- Operate a variety of electronic document imaging equipment and review quality of image.
- Recommend and assist with implementation of records storage and indexing solutions.
- Research new technologies, automation, software and hardware for archives and the records management program.
- Arrange for destruction of records in accordance with established policy and procedures; compile a report of records to be destroyed for approval by the City Clerk, City Attorney and City Council.
- Assist internal and external customers by providing access and giving instruction on proper handling of materials and knowledge of various records management areas relevant to individual needs.
- Ensure compliance with government codes for records retention, dissemination, access and destruction.
- Maintain and update policies and procedures related to records management.

- Maintain and update the City's master index and records retention schedule.
- Attend professional meetings and training to stay abreast of changes and trends in archives and records management practices.
- Perform a variety of administrative tasks associated with the operation of the City Clerk's Office.

Qualifications:

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Computer applications as they relate to area assigned.
- English usage, spelling, grammar and punctuation.
- Principles of records management to include records retention and destruction.
- Modern record and information management technology.
- Applicable State and Federal mandates and policies affecting record keeping functions.

Ability to:

- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Perform a wide variety of detailed technical and administrative tasks.
- Understand and follow verbal and written directions.
- Work independently using good judgment and personal initiative.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Independently plan, prioritize and organize work.
- Interpret, apply and explain regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Respond to questions and requests for information.
- Exercise good judgment, flexibility and sensitivity in response to customer inquiries and complaints.
- Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Three years of increasingly responsible secretarial or administrative experience that included some responsibility for comprehensive records management.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in records management.

License or Certificate:

- Possession of a California Class C Driver's License.
- Ability to obtain appointment as a Notary Public.
- Ability to obtain certification as a Passport Acceptance Agent.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required to read printed materials and a computer screen. The need to lift and carry files and documents weighing up to 40 pounds is required.