



RECORDS MANAGER

AGENCY/DEPARTMENT:

Citywide Administration/Records Management

Approved By HR Director: *Linda Matthews*
Date Approved: *9/10/07*
Date of Last Revision: 03/01/1999

Reports to: Records Management Director/Asst City Clerk
Supervises: (Senior) Records Specialist

JOB SUMMARY: Under administrative direction, assists the Records Management Director/Assistant City Clerk in managing the operations of the Records Management/City Clerk's Department; plans, organizes and supervises a centralized records management program; assumes the responsibilities of the Records Management Director/Assistant City Clerk in his/her absence; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility to supervise Records Management staff and assist the Records Management Director in the development and implementation of policies and procedures. The position manages the City's centralized records management program and other department functions as assigned. Such functions could include but are not limited to election administration; conflict of interest statements; special event permits, public records requests; City Council agenda processing; processing of a variety of legal documents; and maintenance of official records. It is distinguished from the Records Management Director/Assistant City Clerk by the latter's responsibility for overall direction of the department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages the Citywide centralized records management program; implements and ensures compliance with policies and procedures related to the creation, receipt, classification, maintenance and storage, destruction and disposal of all records, documents and related information; trains City staff regarding record maintenance and retention procedures.
2. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
3. Recommends and implements department policies and procedures; analyzes and evaluates department procedures and systems; makes recommendations to improve workflow and efficiency; researches and recommends appropriate technology to improve efficiency.
4. Inventories and reviews records and documentation on a periodic basis; updates and verifies the Records Retention Schedule; and performs audits of the automated database information systems.
5. Attends City Council meetings; takes and transcribes minutes to serve as the official City records and oversees follow-up pertaining to City Council action taken at meetings.
6. Assists with the coordination of municipal elections, candidate handbooks and other elections-related documentation; assists with processing candidate paperwork and coordination with county election office.
7. Manages one or more of the following functions as assigned:
 - Preparation and distribution of City Council agenda packets; maintenance of official files and records of Council proceedings and actions; preparation, processing, distribution and

- posting of public notices, bulletins, and contracts; preparation of proclamations, ordinances, and resolutions.
- Coordination of Fair Political Practices Commission filing obligations required of City Council members, commissioner, and designated employees.
 - Coordination of the codification of the Municipal Code.
8. Conducts research; compiles information, and prepares reports and correspondence; prepares, reviews and distributes activity, audit, status, and other reports.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to Associate's degree in public administration, technical records management or a related field. Certification as a Certified Municipal Clerk (CMC) or Certified Records Manager (CRM) may be substituted for the Associate's degree.

EXPERIENCE: Five years of progressively responsible experience in a City Clerk's office or in records management.

KNOWLEDGE OF:

- Records management and maintenance methods and principles.
- State and municipal administration and recording regulations, practices, policies and procedures.
- Official and original records and documents organization, maintenance and system policies, procedures and techniques.
- Supervision, training and evaluation procedures and practices.
- Customer service methods and communication techniques.
- Modern office equipment procedures and practices.
- Automated and database system methods and practices.
- Office practices.

ABILITY TO:

- Select, supervise, train, coordinate and evaluate the work of staff.
- Manage, plan, organize and maintain City Council and City official and original reports, plans, documents, contract agreements, and bids.
- Make appropriate records management and maintenance and automation system recommendations in compliance with municipal, state, and federal regulations, codes and requirements.
- Recommend staffing levels; train employees and communicate departmental productivity, quality, and safety requirements.
- Prepare and review status and inventory reports, documents, statements, and correspondence accurately.
- Provide procedural guidance and set priorities of work completion.
- Assign and coordinate work to meet scheduled deadlines.
- Perform basic arithmetical computations and input data with accuracy.
- Schedule, organize, analyze and complete work in accordance with deadlines.
- Correctly record and verify transactions.

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 - Correctly record and verify transactions.
 - Identify errors of discrepancies in documentation; compare and match related documents.
 - Analyze problems, identify alternative solutions, and project consequences of proposed actions.
 - Implement departmental policy and procedure.
 - Operate a computer using word processing and spreadsheet software.
 - Provide administrative and professional leadership and direction.
 - Interact and communicate effectively, both orally and in writing.
 - Establish, maintain, and foster positive, harmonious and effective working relationships.
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LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

DESIRABLES:

- Current State of California Notary Commission
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FLSA Exemption Status: Exempt

Employee Unit: Unit 3, Management

Job Family: Records Management

Class Progression: Records Specialist
Senior Records Specialist
Records Manager
Records Management Director/Assistant City Clerk