

**RECORDS MANAGEMENT OFFICER, 1282**

**Summary of Duties:** Develops and administers a comprehensive Records Management Program; directs the operation of the City Archives and the Records Retention Center; advises and assists departments in the establishment of records systems; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An employee of this class, under the general direction of management, is responsible for the development and administration of a comprehensive Records Management Program. A Records Management Officer is also responsible for the storage and preservation of a variety of valuable and historic records and documents, and for the storage and disposal of inactive and obsolete records stored in the Records Retention center. Although a Records Management Officer receives minimal technical direction, general administrative guidance is received from a Chief Legislative Assistant, and performance is evaluated by a review of the effectiveness and efficiency of the Records Management Program.

Incumbents in the class of Records Management Officer, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

**Examples of Duties:** A Records Management Officer develops and administers a comprehensive Records Management Program, and

- I. Develops uniform standards and controls for the identification, maintenance, protection, transfer, retention and disposition of City records;
- II. Advises and assists others in records management techniques and procedures, records protection, storage, retrieval, elimination and preservation, and automated records processing applications;
- III. Analyzes legislative and legal requirements affecting records management and recommends new or revised related legislation;
- IV. Gives technical advice to employees in the review and improvement of indexing standards and procedures;
- V. Directs the operation of the City Archives;
- VI. Plans and develops a long-range program for the microfilming of selected archival records, including determining requirements for materials and equipment and determining view and reproduction methods;
- VII. Directs the operation of the Records Retention Center;
- VIII. Inventories and appraises the importance and value of the long-range records retention system in order to provide for the controlled transmission of departmental records to the Center, economical storage of records, dependable retrieval service, and the legal destruction of records;
- IX. Develops, maintains and reviews standards and procedures for the filing, indexing, cross referencing and cataloging of records;
- X. Supervises the storing of records in the Center in accordance with established records retention schedules;
- XI. Arranges for the salvage, sale or destruction of obsolete records;
- XII. Makes periodic surveys of records in the Center and prepares operational reports;
- XIII. Prepares reports, memos and correspondence relating to the Records Management Program;
- XIV. Prepares, maintains and coordinates the distribution of a records retention procedures manual;
- XV. Advises departments of services offered by the Records Retention Center and informs them of methods of obtaining information and files from the Center;
- XVI. Organizes, establishes and serves as chairperson of a Records Retention Committee composed of departmental records coordination officers;
- XVII. Advises management of Council actions concerning records management in the City;

XVIII. Develops necessary training programs to assist departments in fulfilling Records Management responsibilities.

XIX. Communicates equal employment/affirmative action information to employees;

XX. Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;

XXI. Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

XXII. The principles, practices, methods and techniques of records management as required to develop and administer a comprehensive records management program;

XXIII. State laws relating to retention requirements for a wide variety of documents;

XXIV. Microfilming techniques and methods;

XXV. The procedures, techniques and methods of document preservation;

XXVI. Supervisory principles and practices, including: planning, delegating and controlling the work of subordinates;

XXVII. Techniques of training, instructing and evaluation of subordinate work performance;

XXVIII. Techniques for counseling, disciplining, and motivating subordinate personnel;

- XXIX. Procedures for grievance handling;
- XXX. Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- XXXI. Effective safety principles and practices;

**A working knowledge of:**

- XXXII. The applications and capabilities of data processing methods and equipment with reference to the field of records management;
- XXXIII. Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

- XXXIV. The organization and functions of municipal government;
- XXXV. Federal practices in the field of records management;
- XXXVI. City personnel rules, policies and procedures;

**The ability to:**

- XXXVII. Direct the operations of the City Archives and the Records Retention Center in an efficient and economic manner;
- XXXVIII. Deal tactfully and effectively with City officials and other employees;
- XXXIX. Appraise with accuracy the value of City documents;
- XL. Prepare and present written and oral reports;
  
- XLI. Establish and maintain a work environment to enhance both employee morale and productivity;
- XLII. Apply sound supervisory principles and techniques;
- XLIII. Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

**Minimum Requirements:** Graduation from a recognized four-year college or university and three years of full-time paid experience directing or assisting in directing a comprehensive records management program including: records retention and disposal, orderly transfer of records to and from a central records center, policies and procedures for the administration of a centralized records retention program and identification and preservation of important legal and historical documents is required.

**License:** A valid California driver's license and a good driving record may be required.

**Physical Requirements:** Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**