



Job Title	Records Systems Administrator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	12080

Class Specification – Records Systems Administrator

Summary Statement:	
The purpose of this position is to be responsible for active records administration; responsible for storage, retrieval, timely destruction, and security for all types of records media; knowledgeable in emerging information and communications technologies; and possess knowledge of laws pertaining to records retention.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Manage the City-wide records program to include training and overseeing City records management liaisons; provide department based records management trainings to all City employees; ensure all records sent to off-site storage are properly documented for access and retention purposes; provide advice and support to all departments and divisions on records management policies, standards, and best practices; manage the City's 20k off-site boxes; manage all off-site box orders; manage secure shred for the City; manage the contract, billing, and relationship with the off-site storage vendor; monitor legal hold compliance; assist with and fulfilling CORA requests; create and update retention policies for the City and state; create policies and training material for the proper management of electronic records; work with IT to address needs and issues related to electronic content management systems; work on data governance and open data policies and projects; implement preservation and conservation programs for records of permanent value; monitor the creation, use, filing, and disposition of new records; work with departments on department based records filing and cleanup projects.
30%	Management of City Clerk's Office records, including organizing, inventorying, and preserving paper records in the office vault and off-site; manage the Clerk's Office off-site records collection; ensure proper retention and disposition of Clerk's Office records; overseeing intern scanning projects; manage the Clerk's Office E-Docs public facing search system; respond to internal and external research and document requests.



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30%	Fulfill other duties as assigned related to the running of the city Clerk's Office, including processing and managing all City Council Ordinances and Resolutions; manage all office publications; execute various IGAs; record documents with the County; send new code ordinances for codification and updating paper code books; and cyclical election related duties.
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Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work of the environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.



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Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Three years of full-time experience in records management, records retention, or related field.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary/ fiscal responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized records management software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015