

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECORDS MANAGEMENT SUPERVISOR

DEPARTMENT: RECORDS MANAGEMENT

BASIC FUNCTION:

Under general supervision, to organize, implement, coordinate and maintain the City's Records and Document Management Programs; supervise staff performing records and document management functions; and perform related duties as assigned.

KEY RESPONSIBILITIES:

Supervise and participate in the day-to-day operations of the citywide Records Management Program to ensure compliance with legal requirements and with records management policies and procedures.

Supervise the retrieval and destruction of city records, and the maintenance, preservation, and security of vital and archival records.

Update and interpret the records management program and records retention schedule, and maintains procedures manuals.

Coordinate implementation of the citywide Records Management Program, including establishing new file categories and determining appropriate legal retention periods.

Coordinate Records Management Program with city Document Management System, and assist in preparing users for the Document Management System.

Supervise, train, and evaluate assigned staff.

Advise, and provide assistance to the Assistant City Clerk in the development of departmental policies regarding records management.

Respond to public inquiries, verbally and in writing, and provide assistance in the use of public records, and work with staff to ensure high performance and customer service.

Assist in the development of the departmental budget.

Develop recommendations for standards and reporting procedures to ensure compliance with state, federal, and local reporting requirements.

Interprets rules and regulations regarding the dissemination and disposition of records.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, and the general functions of municipal government.

Principles, practices, and methods of records management, including information storage and retrieval systems, micrographic and imaging processes.
Applicable federal, state, and local laws relating to retention requirements for a wide variety of documents.

Procedures, techniques and methods of document preservation.

Computer applications and capabilities for use in records and document management programs.

Standard office practices, use of equipment and quality standards;

Principles and practices of supervision.

Ability to:

Demonstrate and foster excellent customer service.

Organize, implement, and maintain detailed automated and manual record systems.

Analyze records and document management problems and recommend solutions.

Appraise with accuracy the value of and legal requirements of city documents for retention purposes.

Present ideas and recommendations effectively in oral and written form, and prepare clear, concise and accurate reports.

Organize work, set priorities and provide support to meet records and document management needs.

Exercise sound, independent judgment within established guidelines.

Maintain information and generate reports utilizing computer equipment.

Code, file and retrieve a wide variety of materials under a complex, comprehensive records management system.

Establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Operate personal computer, standard office equipment, and other equipment related to records and document management.

Supervise, train and evaluate records management employees.

EXPERIENCE AND EDUCATION:

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

Equivalent to a Bachelors degree from an accredited college or university with major course work in Business Administration, Public Administration, or a closely related field, and five years of increasingly responsible management or municipal administrative experience including supervisory experience and including direct involvement with critical records.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. Ability to lift and move microcomputer and related equipment occasionally to install, troubleshoot or perform minor maintenance as necessary.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to City work sites or other sites for meetings.

DATE APPROVED: 4/2001