

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                   **RECORDS MANAGER**

**DEPARTMENT:**               **RECORDS**

**BASIC FUNCTION:**

Under general direction, to plan, direct, coordinate, and supervise work in the development and operation of the citywide Document Management Programs; and provide staff support to assist the elected part-time City Clerk with the administration and operation of all of the activities and functions associated with the Office of the City Clerk; and to perform related responsibilities as required.

**KEY RESPONSIBILITIES:**

Implement policies, procedures, and standards relating to the citywide Records Management Program and the citywide Document Management/Imaging system.

Develop and implement policies, rules, and procedures for the effective operation of the department, including establishing goals, objectives and priorities.

Advise and otherwise provide assistance to city personnel regarding records and document management system related issues.

Evaluate and develop enhancements to the Records Programs, systems and procedures to provide an effective, easy-to-use process for maintaining, organizing, and accessing information citywide.

Assign work to subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

Develop and provide Records Management and Document Management System training programs for city staff.

Provide full staff support to assist the part-time elected City Clerk in the performance of all of the activities assigned to the City Clerk by State Law, local ordinances and policies.

Direct the preparation and administration of the recommended departmental work program and annual budget. Recommend department staffing consistent with workload.

Interpret City's records policies and procedures for other staff, citizens, vendors and elected officials.

Manage employees through other supervisors; set goals and objectives; select, train, motivate staff; assess performance and make salary recommendations.

Maintain currency with legislation, Government Codes, and other legal requirements pertaining to Document Management and Records Programs systems and procedures.

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:**

Modern principles and practices of records management, records management systems and technology, and related policies, procedures and legal requirements.

Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.

Principles and practices of organization, administration, budgeting and personnel management.

Statutory and administrative requirements for the City Clerk's Office, including requirements and procedures.

**Ability to:**

Plan, organize and manage records management and document management system programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, analyze, apply and implement a variety of complex State Laws, City Ordinances, regulations, policies, and procedures, and make decisions in accordance with appropriate laws.

Communicate effectively, both orally and in writing.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Research a variety of administrative and operational problems and make effective operational and procedural decisions.

Work well under pressure to meet deadlines.

**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.

This is an at-will Management classification.

DATE APPROVED: June 1999

**Management**

Salary Schedule

[Management Salary](#)

Benefits

[City of Carlsbad Management Benefits](#)