

## CITY OF BURBANK

### RECORDS MANAGER

#### DEFINITION

Under general direction to plan, organize, direct, and supervise the activities of the records management program for the City; and perform related work as required.

#### ESSENTIAL FUNCTIONS

Develops, implements, coordinates, and maintains a comprehensive Citywide records management program in accordance with legal requirements; reviews, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, and standards related to records management functions; assists departments throughout the City in the application and implementation of record management policies, procedures, and techniques, including, but not limited to: filing systems, indexing, forms design, and central records storage, retrieval, and disposition; develops, implements, and maintains policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents; updates records retention schedules to reflect current legal requirements; oversees document imaging production, quality control procedures, and off-site storage; oversees the implementation, structures, and re-structuring of filing systems, and vital records protection and preservation; develops and conducts records management training programs; assists with budget preparation and monitors expenditures; conducts records inventories and surveys; assists with the development and implementation of the department's goals, objectives, policies, and procedures; researches, analyzes, organizes, and prepares reports; oversees and responds to Public Records Act requests; supervises, trains, develops, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; assists in conducting elections; attends City Council and other civic or community-related meetings on an as needed basis; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - the principles and practices of public administration such as: program development, budgeting, purchasing, and contracting; local, state, and federal laws relating to the maintenance, retention, and release of a variety of records and information; modern methods, procedures, and practices of records and information preservation; technology applications relevant to records and information management programs; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Skill in – utilizing computers and a variety of computer software, including technology used to document formal meetings.
- Ability to - design, implement, and maintain detailed record systems; analyze records management system problems; learn and operate current technology used to document formal meetings; prepare and present clear and accurate reports and other written correspondence; maintain highly sensitive and confidential information; provide a high level of customer service to members of the public, vendors, and staff; effectively address diverse situations using a professional approach; exercise appropriate judgment and take initiative; work independently; develop, prioritize, and implement department goals, projects, programs, and policies; work weekends and after hours on an as needed basis; supervise, evaluate, and mentor employees; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, vendors, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a major in business or public administration or related field and four years of experience in comprehensive records management programs for a municipality involving the development of systems for the maintenance, retention, and disposition of a wide variety of records, including two years of experience in a supervisory capacity. NOTE: Additional records management experience may be substituted for the college requirement on a year for year basis.

**Special Conditions & Requirements:** Possess and maintain the physical condition required to perform the essential functions of the classification which includes the physical ability to: move and position objects weighing up to 30 pounds (for weight in excess of 30 pounds, tools or other appropriate assistance are recommended to perform the function); remain in a stationary position for extended periods of time.

**License & Certificates:** A valid California Class "C" driver's license or equivalent is required at time of appointment. Designation as a Certified Records Manager is required within three years of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

#### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Designation as a Certified Municipal Clerk and professional experience working within a City Clerk's Office.