

CLASS TITLE: RECORDS MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction, plans, directs, and oversees the development, implementation, and maintenance of the City's comprehensive records management program; implements the City-wide Records Management Plan; guides the work of assigned staff, interdepartmental records coordinators, and the City's records storage facility; and performs other related assigned duties.

ESSENTIAL TASKS:

- Develops and coordinates a comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements
- Provides overall administration of the City-wide records management system; oversees and directs the records management services in the City; identifies, maintains and protects the City's information assets
- Coordinates researching, evaluating, recommending, and implementing solutions for records and related information management issues
- Interfaces with other departments in coordinating and implementing the City-wide Records Management Plan, records inventory, and records retention schedule
- Trains and assists City departments in the application of the City's records management policies, procedures, and techniques including correspondence control, imaging, storage, retrieval, and disposition
- Conducts and prepares a vital records inventory; develops an Emergency Procedures Manual for a City-wide records recovery program to identify, protect, and/or recover vital City records necessary for ongoing operations in the event of a disaster; provides consultation and hands-on training to staff on disaster recovery policies
- Coordinates research and records retrieval for formal responses to subpoenas, legal discovery, and Open Records Act Requests; assists in the preparation of an Administrative Record; coordinates with the Legal Department to update and amend City's Record Retention Schedules; ensures efficient delivery of accurate information to City staff, public agencies and citizens while providing outstanding customer service
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, Management Information Systems, Library Science or a related field, and four (4) years of progressively responsible experience in governmental records management and document imaging systems, including supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Certification in records management and/or a Masters degree is preferred

Special Requirements: Must be willing and able to work the hours necessary to accomplish the job requirements, including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

Knowledge, Abilities and Skills: Considerable knowledge of operations, services, and activities of a records management program; considerable knowledge of rules and industry best practices for record keeping including records management systems, policies, procedures, principles, standards, and best practices for the identification, description, classification, organization, storage, protection, retention, and disposition of records; considerable knowledge of automated records and information management and

imaging software as well as Internet/Intranet policy; knowledge of pertinent federal, state, and local laws, codes, and regulations including the Oklahoma Open Records Act and those related to records retention and historical preservation; knowledge of principles and techniques of effective supervision and basic budgetary principles and practices. Ability to prioritize the work of others; ability to manage multiple projects simultaneously and be sensitive to changing priorities and deadlines; ability to plan and organize work to meet changing priorities and deadlines; ability to establish and maintain effective working relationships with City staff, other agencies, vendors, and the public; ability to deal tactfully and courteously with the public; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to extended periods of walking and standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1113

EEO Code: E-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: General Administrative

Effective Date: February 13, 2012