

MAJOR FUNCTIONS

This is responsible administrative work managing the City's records management and archives and clerking functions. Incumbent establishes appropriate criteria and systems to collect, record, index, file, microfilm and retrieve the permanent files of the City and necessary controls to insure their integrity. Coordinates Commission minutes, City archive program, public record requests, contracts tracking and various related activities. The work is performed under the administrative direction of the Deputy City Treasurer-Clerk and requires the use and exercise of independent judgment. The work is reviewed through observation, conferences and by results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES STATEMENTS**Essential Duties**

Plans, organizes and directs the activities in records management, archives and clerking. Performs budgeting, leave approval, evaluation of employees performance, hiring, discipline, and other general administrative tasks. Develops quality and productivity improvement capabilities to improve services and effectiveness. Supervises the Records Management Section, including the processing and review of all official records. Files, indexes, and maintains all City real property, ordinances, resolutions, deeds, easements, contracts, reports, agreements and minutes. Plans and reviews the archival records activity. Establishes controls to insure the completeness and integrity of all official records. Supervises the clerking function of bonding electricians, plumbers, pipe-fitters and movers. Supervises the registration of City voters. Advertises or monitors the advertising of ordinances and public hearings to insure compliance with state laws. Supervises the bid openings, contract awards, insurance and bond requirements, payments, change orders, and contract closing process. Recommends the selection, transfer, lay-off, recall, promotion or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares reports, correspondences and agenda items. Performs related work as required.

Other Important Duties:

Assists the Records Center supervisor in establishing retention schedules, scheduling work, selection of equipment, establishing quality control. Assists the City Commission and management in researching subjects related to past Commission actions. Assists the City Treasurer-Clerk in conducting municipal elections and communications with the City Commission and candidates pertinent to information related to election activities. Assists the City Commission, appointed officials, department heads and appointed boards, commissions and committees in compliance with state laws regarding financial disclosure and conflicts of interest. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern office practices and procedures. Thorough knowledge of the City code and state statutes governing the recording and maintenance of official documents. Thorough knowledge of the state statutes, regulations, and standards relating to the maintenance, safeguarding, security, and disposal of public records. Thorough knowledge of standard techniques as applied to the operation and maintenance of a complex filing and records management system. Thorough knowledge of the state statutes related to elections. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to communicate effectively and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to assign and review work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Possesses management style and values which are consistent with a total quality management environment. Demonstrates interpersonal facilitation and communication skills. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience:

Possession of a bachelor's degree in business or public administration or related field, and four years of professional and administrative experience in records management; or an equivalent combination of training and experience. One year of supervisory experience is required.

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08-24-09*