

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Records Management Coordinator
DEPARTMENT	Finance
UNION:	114
SG:	11
CS:	Entry/Promotional
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs research, analysis, and design or modification of City-wide records and information systems. Works with or leads teams to plan, develop, and implement records systems and projects, and to present changes to departments. Identifies projects and devises methods for accomplishing projects. Instructs, monitors, and evaluates staff or interns assigned to projects and the Records Center. Assists with budget development for the records management program; approves and tracks Records Center expenditures. Operates the Records Center. Works under the guidance of the Finance Director in developing and maintaining the City's records management program. Develops, coordinates, and recommends City records systems to facilitate efficient creation, maintenance, and legal destruction of records. Works with departmental staff on records systems and related duties to ensure that City records are efficiently and legally maintained.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished by its responsibilities for a City-wide records management program and includes operation of the City Records Center. Responsibilities encompass analyzing and classifying records; designing departmental records systems; drafting retention schedules; maintaining a standard file classification system; training City staff and others assigned to the Records Center in records management functions.

SUPERVISORY RELATIONSHIP:

Reports to the Finance Director. Receives assignments and has work reviewed by the Finance Director. Works independently under the guidelines of City records schedules, State public disclosure and records laws, City and departmental policies and procedures, and other relevant regulations and procedures. Consults frequently with the Finance Director and with City employees regarding records issues. Directs, instructs, monitors and evaluates staff and interns performing records functions.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs and coordinates day-to-day operation of the Records Center and related processes and functions. Ensures the security of the Center, the integrity of the systems, and the protection of confidential records. Develops and documents procedures and

training to ensure work is completed to a consistent standard. Assists with design and implementation of computer applications for the Records Center. Assists with budget development for the records management program; approves and tracks Records Center expenditures.

2. Identifies, plans, organizes, and establishes process to complete records projects. Directs, instructs, monitors, and evaluates staff and interns performing records functions. Resolves complex storage, accession, retention, and destruction problems. Arranges for transfer of archival materials to the State Archives.
3. Trains City staff responsible for department records in records management concepts to promote optimum use of records systems and the Records Center. Responds to questions and resolves problems with department records systems, workflow, and the physical organization of records. Advises departments regarding records retention.
4. Provides records program services and coordinates program activities to departments. Analyzes and classifies department records and researches and analyzes information in relation to other departments and systems. Audits and evaluates records systems to determine condition, needs, compliance, technical changes, and progress toward records management goals. Works with departments to design new or modified systems and recommend media. Designs complex forms.
5. Researches and analyzes records; works with departments to design new or modified records systems, including conversions to different records formats and media. May lead staff or teams from one or multiple departments. Present changes to affected staff and departments. As lead, train users and monitor systems.
6. Conducts searches for records and information in the Records Center and departments for the staff and the public. Develops an understanding of City-wide records; current, inactive and archival, and the relationships between departments. Assists researchers; provides a secure environment for accessing records.

ADDITIONAL WORK PERFORMED:

1. In the absence of the City Clerk Representative, serves as backup for document management (city records) responsibilities.
2. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Skills:

- Interpersonal sensitivity for working with a variety of City employees.
- Skill in problem solving, assertiveness, and decision making.
- Good and effective oral and written communication skills.

Knowledge of:

- Knowledge of records management principles; ability to apply principles to actual City records.

- Knowledge of the municipal master file plan, procedures and methods of records indexing and storage.
- Knowledge of systems and mediums on which information may be created and organized including paper, forms, microfilm, and computer applications.
- Knowledge of the City's functions and relationships between functions.
- Knowledge of general business principles and practices.
- Knowledge of business English including grammar, punctuation, spelling, composition, and letter format.

Ability to:

- Ability to interpret and apply program information in making work decisions and provide program information to others.
- Ability to interpret and apply State public disclosure and records laws and State approved retention schedules.
- Ability to research, develop and draft retention schedules.
- Ability to research, analyze, develop and design applications and information systems.
- Ability to assign, review, teach, instruct, evaluate, monitor and guide the work of employees and volunteers assigned to the Records Center.
- Ability to lead meetings and teams and to present information to groups.
- Ability to motivate staff, facilitate problems resolution and coordinate projects across department lines.
- Ability to develop effective interpersonal relationships, establish and maintain credibility and persuade.
- Ability to train, monitor and guide City employees in records management.
- Ability to maintain confidentiality of information.
- Ability to provide security and protect the integrity of City records.
- Ability to research records and information within the historical context of department development, for overall comprehension of the organization and its changes, as well as current functions.
- Ability to read, understand, interpret and apply a variety of procedural manuals and regulations.
- Ability to plan and organize effectively, and exercise independent judgment.
- Ability to add, subtract, multiply, divide and compute percentages accurately.
- Ability to work accurately and thoroughly with repetitive information and maintain attention to detail.
- Physical ability to perform the essential functions of the position, including:
 - ability to lift boxes weighing up to 50 pounds
 - ability to squat, twist, bend, reach, and stand for long periods of time, ability to work in confined spaces, physical capability to climb ladders.
 - Correctible visual acuity sufficient to operate a motor vehicle.
- Sufficient manual dexterity to operate mailroom equipment and motor vehicle.

WORKING ENVIRONMENT:

Work is performed in a combination of office environment and records storage rooms. Employee is subjected to dusty conditions. Visits other City offices and records storage areas. On occasion travels to State Archives Regional Center. Daily work may include lifting boxes weighing up to 50 lbs.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years of full responsibility maintaining records systems for a large organization (medium-size city comparable) or equivalent experience necessary to obtain a working knowledge of the City's records management system is required. Specialized training in records management preferred.
- Experience or a combination of experience and education in word processing, spreadsheets, or data base management software required.
- Post secondary records management training desired.

NECESSARY SPECIAL REQUIREMENT:

- A police criminal convictions record check is necessary prior to hire or placement.
- Valid Washington State driver's license and good driving record. Candidates must submit an three-year driving abstract prior to hire; with periodic submission of driving abstract per City policy.

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COMMISSION APPROVAL:

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