

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Records Supervisor</b>	<b>CLASS CODE:</b>	<b>178</b>
<b>REPORTS TO:</b>	<b>City Clerk</b>	<b>GRADE:</b>	<b>21</b>
<b>DEPARTMENT:</b>	<b>City Clerk</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB DESCRIPTION DATE: September 14, 2006 cm</b>			

**JOB SUMMARY**

Supervises the City's record management program, including retention, storage, destruction, microfilming, scanning and archiving for all city departments.

**ESSENTIAL FUNCTIONS**

1. Develops, organizes, and maintains an ongoing records management program throughout the organization to ensure the city's records are maintained, destroyed or archived in a methodical, efficient and cost-effective manner and to ensure compliance with state public records statutes.
2. Develops innovative approaches for paper and electronic records management, including records retention schedules for all city departments.
3. Develops and conducts training sessions on new procedures, programs or processes in records management, retention and disposition.
4. Oversees the storage, retrieval and destruction of paper and electronic records according to established policies and procedures and state statutes.
5. Responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to records management.
6. Receives and responds to internal records requests for storage, retrieval, destruction, microfilming, scanning and archiving.
7. Researches, analyzes, writes and implements new policies and procedures pertaining to area of supervision.
8. Reviews and analyzes new and pending legislation regarding department impact on operations.
9. Manages special and continuing projects involving the development of records management and coordination of activities among all records control officers.
10. Supervises updates, changes, corrections, and distribution of City Code book.
11. Oversees passport office operations including responding to public inquiries regarding passports; serves as passport agent.
12. Assists the City Clerk and Deputy City Clerk with various aspects of elections; oversees main call center for election inquiries and early ballot requests; reviews and makes suggestions for areas of improvement or change.
13. Assists with preparation of budget for area of responsibility.
14. Responds to citizen and internal requests and needs.

**SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Records management program development and implementation
- Principles, methods and techniques used for records management
- Pertinent federal, state, and local laws, codes and regulations regarding municipal records management
- Electronic Document Management systems
- Organization and function of City government

### **Ability to:**

- Supervise day-to-day operations of records management functions
- Perform complex analysis and provide conclusions and recommendations based on that analysis
- Recommend and draft citywide records management policies and procedures
- Plan, organize, coach, train, motivate and provide effective leadership to staff
- Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities
- Provide information and organize material in a clear and concise manner
- Establish and maintain effective working relationships with city staff, coworkers, other government agencies, and the general public; exercise tact and diplomacy in contact with City staff, the general public and other government agencies
- Follow established procedures and meet deadlines
- Exercise good judgment in organizing records, researching and compiling written reports, statistical computations, and general correspondence, respecting the public and sensitive information
- Perform work under changing, intensive deadlines on multiple concurrent tasks

## **WORKING CONDITIONS**

Office setting

## **MINIMUM QUALIFICATIONS**

Associate's Degree in business or public administration or related field and two years of records management experience preferably in a City Clerk's office including one year of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.