

CITY OF SELAH

RECORDS MANAGEMENT SPECIALIST

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Department: Administration, Non Union

DEFINITION

Under direction from the City Clerk and in coordination with the other city departments and the city's legal counsel oversees the public disclosure process as well as the implementation and maintenance of all city records.

SUPERVISION RECEIVED AND EXERCISED

Works under limited direction from the City Clerk/Treasurer office.
No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

Essential functions and duties include, but are not limited to, the following:

1. Provides public records and information to citizens, civic groups, the media and other agencies as requested.
2. Responsible for document retention and preservation, including the digital archive of City documents. Maintains said records according to the standards & guidelines of the Washington State Archives and the current records retention schedule.
3. Responsible for administering and analyzing the City's public records disclosure policy and assuring the City's compliance with the Public Records Act. Works closely with the City Clerk to assure timely and complete response to public disclosure requests. This position serves as the City's designated Public Records Officer and is responsible for the day-to-day administration of the City's public records functions, including receiving, tracking, and responding to citywide public records requests.
4. Facilitates departmental retrieval of records in response to public records requests and reviews electronic records pursuant to state and federal laws. Reviews and redacts documents consistent with state and federal laws. Makes arrangements for and coordinates appointments with the public for viewing public records.
5. Responsible for developing and administering the City's record and information management policies. Proposes changes as needed to reflect changing technology and City systems.
6. Responsible for overseeing the inventory and storage of archived records. Responsible for preparing public records for transfer to inactive storage; maintains transfer documentation and indexes; and retrieves records when requested. Prepares disposition documentation and arranges disposition.
7. Requires regular and reliable attendance.
8. Performs other related duties as assigned.

PERIPHERAL DUTIES:

- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the principles and practices of modern public administration
- Working knowledge of modern records management techniques
- Knowledge of Washington State laws and rules of procedure related to records management, inventory, and retention; public records administration, legal processes to include following case law outcomes, and management;
- Knowledge of municipal organization, policies and operation; Washington State laws related to the Public Records Act; ability to analyze public records requests and to articulate requirements to departments, citizens, agencies and other groups.
- Skill in operation of listed tools and equipment;
- Ability to communicate effectively, both verbally and in writing; establish and maintain effective working relationships with employees, elected officials, and citizens; operate a personal computer and assigned software and maintain accurate data information; and work independently on a variety of tasks simultaneously.
- Ability to maintain a high level of confidentiality.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Ability to interact with the public who may be irate, upset or disturbed in a professional manner and remain calm
- Ability to accurately record and maintain records.

TOOLS AND EQUIPMENT USED:

- Personal computer, including word processing, spreadsheet and data base software, phone, copy machine, fax machine. Ability to type 50 WPM at a minimum.

QUALIFICATIONS:

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Some a college or university course work in public administration, political science, information science, business management, or a closely related field.

Experience:

- Three (3) years of clerical support experience related experience.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License.
- Have or obtain Notary Public certificate within 3 months of taking position
- Must obtain Public Records Officer certification through the Washington Association of Public Records Officers (WA PRO) within two years.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.