

CLASS SPECIFICATION
Records Management Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, contributes to the citywide development, deployment and training of the City's electronic records management system; works with bureaus and the Council offices in updating and maintaining their records retention schedules; ensures City compliance with state and federal records retention regulations; responds to requests for information from bureaus on public records issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Records Management Specialist is a single-incumbent class reporting to the Chief Deputy City Auditor, with primary responsibility for creating, reviewing and updating myriad records retention schedules and deploying and training city employees in the use of the City's electronic management records system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Develops, in consultation with the management of City bureaus and departments, records retention and disposition schedules for each organizational entity within the City, ensuring that these plans identify the various types of public documents produced by the bureau or unit, and that they are in accord with state law and federal regulations regarding retention of and access to public records.
2. Contributes to the accurate documentation of city government activity through the management of public records retention schedules and the support of citywide records management activities;
3. Reviews each retention schedule on a five year cycle in order to determine compliance with pertinent laws and regulations, revising them as needed in order to ensure they are current.
4. Provides administrative and technical guidance to bureaus regarding improved filing and record-keeping systems, both paper and electronic, long-term retention of electronic records, and response procedures for public record requests.
5. Develops policy initiatives to address issues identified in reviewing bureau records programs, recommending appropriate changes in the City's Archives and Records Management Program.
6. Contributes to the citywide deployment and implementation of the City's electronic records management system; develops training materials and trains city employees in the system.
7. Serves as a member of the Auditor's Office steering committee; develops policies and procedures for records and information management, including records retention, destruction, electronic records including email, and public information access and requests.

8. Assesses security provisions and records management controls in place for safeguarding records; formulates plans and recommendations to support bureau budgetary proposals for implementing improvements and ensuring public access.
9. Assists with special projects as directed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Provisions of local, state and federal laws and regulations governing records retention and access, such as the Oregon Administrative Rules, Chapter 166, Public Records Law (ORS 192), Freedom of Information Act, and applicable court decisions.
2. Records management theories, principles, legal requirements and techniques, , including retention scheduling, archiving, storage, public access and destruction.
3. Current trends in information technology pertaining to security, retention and destruction or obliteration of various forms of physical or electronic records.
4. Information technology and computer capabilities applicable to functional responsibilities.
5. Principles and practices of sound business communication.

Ability to:

1. Analyze records keeping systems, security and access controls and facilities; identify issues and areas of improvement, and recommend policy changes, systems and equipment to address them.
2. Exercise independent judgment and make decisions with minimal direct oversight or guidance.
3. Negotiate effectively, build consensus and achieve cooperative efforts toward mutual goals.
4. Communicate effectively orally and in writing.
5. Learn and apply a variety of computer software programs.
6. Plan, organize, set priorities and accomplish tasks with minimal supervision.
7. Establish and maintain good working relationships with other employees, representatives of other agencies, public officials and the public.
8. Define difficult management and administrative issues, perform detailed analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
9. Understand, interpret, explain and apply city, state and federal policy, law, code, regulation and court decisions applicable to the City Auditor and Archives and records responsibilities.
10. Interpret and explain records management, retention and access policies and requirements to officials, managers and the public.
11. Present proposals and recommendations clearly, logically and persuasively in public meetings.

12. Present clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and nontechnical audiences.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, information management, or a related field; and two years of records management experience in a government agency; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Certification as a Certified Records Manager is desired, but not required.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 10-01-07

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0964 Program Specialist 07-01-92

June 2009 - Change Job Class number from 7304 to 30000543, due to system change.