

Office of the City Auditor

CLASS SPECIFICATION

ARCHIVES & RECORDS MANAGEMENT COORDINATOR I

Salary Grade 55

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under routine supervision, performs a variety of archives and records management activities; provides City employees and the public with access to records within the Archives and Records Management (ARM) Division's jurisdiction; assists with research requests and reference service, archival projects, training, and management of the City's electronic records management system.

Responsibilities include: assisting, planning, preparing, and supporting archives and records management, including accessioning of new records, maintaining physical records stored at the Portland Archives and Records Center (PARC); responding to City employee records requests; providing customer support; working with archival records; ensuring the City is meeting its legal obligations for records retention and destruction.

DISTINGUISHING CHARACTERISTICS

Archives & Records Management Coordinator I is the first of three classifications within the Archives & Records Management Coordinator series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Archives & Records Management Coordinator I is distinguished from Archives & Records Management Coordinator II in that the former performs entry-level archives and records management duties, and the latter has latitude in determining and being responsible for specific areas within ARM programs, performs duties of greater complexity and has lead responsibilities over part-time/seasonal staff.

Archives & Records Management Coordinator I is distinguished from the general Coordinator series in that the former performs specific archival and records management work and requires specialized education, training, and experience.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Provide reference and research assistance to Bureaus/Offices and the public, including working in the Research Room; respond to records requests; utilize database and indexes; perform reference interviews.
3. Administer the records destruction process in physical and electronic records; generate destruction lists; communicate and coordinate with Bureaus/Offices and obtain sign-off; stage records for destruction; ensure records are destroyed and electronic records management system is updated; coordinate and track physical destruction with contracted vendors.
4. Administer the stacks at the PARC; maintain accurate inventory of physical records; monitor safety and security of records, equipment, and the stacks; maintain the physical condition of the boxes, shelving, and the stacks area; update electronic records management system.

5. Perform accessioning of new records, including preliminary sorting, recording the identifying information of records and their creator, and providing suitable initial storage; inform Bureaus/Offices of policies and procedures for storing records, and assist and train them with properly identifying and choosing appropriate retention schedules; verify that contents of boxes match the requirements of the retention schedule; import data into electronic records management system and manage space allocation; provide customer support on routine issues.
6. Respond to City employee records requests; locate, retrieve, and track requested files; transfer files using the appropriate delivery service; refile returned records; record transactions in the City's electronic records management system.
7. Assist with the PARC historical collections; access and process archival records collections; follow guidelines for determining needs, including whether records are archival; recommend action for items not addressed in guidelines.
8. Plan and prepare educational exhibits for display in a variety of venues, focusing on topics surrounding local history; assist with the planning, development, and performance of ongoing outreach efforts and activities.
9. Assist ARM staff with records surveys and creating file plans; research retention requirements and draft record retention schedule language; train City employees and officials on records management issues.
10. Provide routine customer support and training for electronic records management system.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by the City Archivist.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of records management practices and procedures, archival processes, and maintenance of official records and original documents.
2. Knowledge of the theories, principles, legal requirements, and techniques of records management, including retention scheduling, archives management, storage, public access, electronic records, and destruction.
3. Knowledge of research techniques, methods, and procedures; reference service practices and procedures; inventory and warehousing methods, including warehouse safety regulations and practices.
4. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
5. Ability to track and report activities using mathematical and statistical calculations.
6. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
7. Ability to utilize City-specific technology and general office software programs, and other related archival software programs and social media applications.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

Education/Training: Master's degree from an accredited college or university with major course work in library or information sciences, archival management, history with a concentration in archival studies, records management, or related field;

AND

Experience: One (1) year of archives and records management experience;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

Ability to pass a physical capacities test requiring the lifting and carrying of boxes up to 40 pounds.

Preferred Qualifications:

Certification by the Academy of Certified Archivists

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: