

City of Portland

CLASS SPECIFICATION

ARCHIVES & RECORDS MANAGEMENT COORDINATOR II

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to the City Archivist. Under general supervision, performs varied archives and records management activities within discrete Archives and Records Management (ARM) division functions; provides City employees and the public with research and reference services to City records collections; performs social media and other outreach activities; provides comprehensive customer support; and works with historical and active records.

Responsibilities include: overseeing, advising, and performing archives and records management functions, including managing the Research Room, accessioning of new records, maintaining physical records, and responding to employee records requests; creating bureau file plans; developing policies and procedures for electronic records preservation; assisting with non-technical aspects of the electronic records system; leading ARM and seasonal staff on projects requiring staff assistance; developing and implementing public outreach strategies.

DISTINGUISHING CHARACTERISTICS

Archives & Records Management Coordinator II is the second of three classifications within the Archives & Records Management Coordinator series.

Archives & Records Management Coordinator II is distinguished from Archives & Records Management Coordinator III in that the former has broad latitude in determining and running specific areas within ARM programs, and the latter provides leadership, oversight, and guidance for specific programs with ARM.

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

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

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Oversee and perform ARM reference services according to accepted professional standards; oversee the Research Room at the Portland Archives and Records Center (PARC), serve as the primary contact for the public and city employees doing archival research; perform reference services involving reference interviews, records searches using a variety of finding aides, the ARM electronic records management system, and other resources; use broad understanding of City functions and records to advise researchers.

2. Lead ARM and seasonal staff on projects requiring staff assistance; train seasonal staff in the policies and procedures of the Research Room; assign appropriate tasks relevant to the project; provide guidance and feedback; provide performance feedback to the City Archivist.
3. Develop and implement social media outreach within policies and strategic plan; design, generate, and post content to City websites; develop and communicate outreach messages via social media.
4. Develop, organize, and manage public outreach and special events to increase awareness and access to City records; develop marketing and outreach plans; draft press releases and design outreach materials; develop and plan for special events and services.
5. Develop and deliver training on archives and records management; prepare supplemental material; support user group forums; train the public and City staff on research techniques and working with materials stored in the PARC.
6. Represent ARM on committees or at events.
7. Perform and lead special projects focused on PARC operations; identify and recommend operational improvements; conduct research; recommend policy and procedure improvements; implement changes and report on progress to management.
8. Assist with archives collection development; consult with ARM Coordinators and the City Archivist; recommend accessions, and processing and preservation plans; arrange, catalog, and index approved accessions.
9. Research and develop bureau file, retention and preservation plans to address electronic and paper records; evaluates public records laws for correct application to City records.

SUPERVISION RECEIVED AND EXERCISED

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

This classification has no supervisory responsibilities, but leads and trains volunteers and part-time/seasonal staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of records management practices and procedures, archival processes, maintenance of official records and original documents, and relevant laws and regulations.
2. Knowledge of the theories, principles, legal requirements, and techniques of archives and records management, including reference interviews, outreach methodologies, retention scheduling, archives management, storage, public access, electronic records, and destruction.
3. Advanced knowledge of search strategies, research techniques, methods, and procedures within electronic databases and paper filing systems.
4. Knowledge of electronic records, including tools, best practices, policy development, systems analysis and development, and issues regarding electronic records, including data storage methods, media, and security.
5. Knowledge of archival processes and appraisal and preservation techniques according to archival standards.
6. Knowledge of current social media trends, practices, and platforms.
7. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to interpret and explain records management, retention, archives, and access policies and requirements to City staff, elected officials, and the public.
9. Ability to prepare clear and concise correspondence, reports, studies, and other written materials for diverse, technical and non-technical audiences.
10. Ability to exercise sound, expert, and independent judgment within policy guidelines.

11. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
12. 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: Bachelor’s degree from an accredited college or university with major course work in library and information science, archival management, history with a concentration in archival studies, or related field;

AND

Experience: Three (3) years 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:

Master’s degree in library sciences, or history, with a concentration in archival studies, records management, or related field.

Certification by the Academy of Certified Archivists or Institute of Certified Records Managers.

One (1) year of experience working for a public agency and/or working with public records.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: