

City of Portland

CLASS SPECIFICATION**ARCHIVES & RECORDS MANAGEMENT COORDINATOR III****[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to the City Archivist. Under general supervision, leads one or more Citywide Archives and Records Management (ARM) Division programs or functions in accordance with applicable laws and professional standards; develops and recommends policies and procedures; develops process improvements, staff training materials, and guidance on topics relevant to City staff and members of the public.

Responsibilities include: developing, integrating, and overseeing ARM functional areas and/or programs related to management of public records; providing training and expertise to ARM staff and Bureau/Office staff on archives collection development, electronic records management, record retention schedules, public outreach, and other archival and records topics.

DISTINGUISHING CHARACTERISTICS

Archives & Records Management Coordinator III is the highest-level of three classifications within the Archives & Records Management Coordinator series.

Archives & Records Management Coordinator III is distinguished from Archives & Records Management Coordinator II in that the latter has broad discretion over discrete functions within ARM, and the former provides leadership and guidance in assigned program areas.

Archives & Records Management Coordinator III is distinguished from the City Archivist in that the former is responsible for a program within the Division with a specific focus related to collecting, preserving, and facilitating access to the City's records, and the former is responsible for the overall management of the Division and facility and Citywide leadership on archives and records management matters.

Archives & Records Management Coordinator III 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. Develop and recommend program plans, policies, and operating and administrative procedures; identify issues and develop solutions or policy initiatives to recommend changes; provide training, guidance, and expert advice and consultation on program areas; serve on committees representing the ARM Division.
2. Plan, organize, direct, and evaluate the performance of seasonal, casual, work study, intern, and volunteer staff; assist with hiring and training; oversee work progress and provide quality control; train and coach staff.
3. Administer, promote, and oversee the Citywide deployment and implementation of the City's electronic records management system; work with bureaus to determine best method of

deployment; develop training materials and conduct trainings; leads ARM's response to Citywide electronic records preservation and access issues.

4. Oversee the archives collection development function; recommend strategy on collection development policies; identify gaps in the overall collection; perform macro appraisal; establish processes for donations and accessions; manage donor relations; prioritize and create processing plans for archival processing projects; ensure all activities impacting historical collections comply with accepted standards.
5. Ensure compliance with legal mandates regarding public records and Citywide records management; develop and update records retention schedules in collaboration with other Bureaus/Offices to provide policy direction on records retention; review retention schedules to assess compliance.
6. Provide administrative and technical guidance to Bureaus/Offices regarding improved filing and record-keeping systems for the preservation and long-term retention of current and historical records; train staff in records management and response procedures for public records requests.
7. Provide backup to the City Archivist on administration of the Portland Archives and Records Center (PARC); provide customer support in all areas of ARM; lead and assist with special projects; create and conduct training for ARM.
8. Provide reference services for the public and City staff; determine relevant records for researchers and public records requestors; provide oversight and backup in daily operation of the Research Room.

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 employees and part-time/seasonal staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of records management practices and procedures, archival processes, maintenance of official records and original documents, and relevant laws and regulations.
2. Thorough 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. 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 principles of supervision and training.
6. Ability to resolve difficult management or administrative issues, perform analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
7. Ability to understand, interpret, explain, and apply relevant City, state and federal policy, law, code, regulation and court decisions.
8. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to interpret and explain records management, retention, archives, and access policies and requirements to City staff, elected officials, and the public.
10. Ability to prepare clear and concise correspondence, reports, studies, and other written materials for diverse technical and non-technical audiences.
11. Ability to exercise sound, expert, and independent judgment within policy guidelines.

12. 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.
13. 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: Five (5) years of increasingly responsible archives and records management experience, including experience in a lead or supervisory role;

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.

Three (3) years 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: Exempt

HISTORY

Revision Dates: