

CITY OF LINCOLN RECORDS COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the positions.*

DEFINITIONS:

Under general supervision, this position coordinates a city-wide records management program and assists and supports in the performance of the officially prescribed activities of the City Clerk's Office; supports management staff and other staff as needed; assists callers and visitors by supplying information personally or appropriately directing information requests; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Records Coordinator is the entry-level class in the professional records management series and is responsible for performing the more routine tasks and duties of entry-level professional records management work. Incumbents provide responsible secretarial and administrative assistance to the City Clerk in carrying out the functions of the division. This class is distinguished from the next higher class of City Clerk in that the latter has supervisory responsibility for the Records Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Clerk. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Maintains the official files, indices and records of the City in accordance with established policy; assists in development of policies and procedures for the records management program at the direction of and in coordination with the with the City Clerk to determine operating, administrative, legal, fiscal, historical and/or archival value of City records; ensures technical compliance with government codes for records retention, dissemination, access, and destruction in accordance with established policy.
- Coordinates maintenance and operation of the records center and serves as records management liaison to City departments.
- Scans various documents; prepares documents for scanning; operates scanner and indexes items scanned on the computer.
- Provides information and forms to the public; collects and processes appropriate information; processes requests for release of bonds, certificates of deposit and letters of credit.
- Assists in preparing the agenda for City Council meetings; copies, assembles, and distributes Agenda packets; takes and transcribes Council minutes in the absence of the City Clerk; assists in necessary follow-up after Council meetings; routes resolutions, ordinances, and minutes; processes documents to be recorded; files material

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- Responds to inquiries from the public by letter, telephone and in person regarding Council action and records; researches information for public or City staff when necessary; assists in the maintenance of files including historical legal documents, resolutions, ordinances, agreements; advertises public hearings and other legal notices; assists with election activities.
- Maintains office equipment; requests and follows up on needed maintenance; operates and performs routine preventative maintenance on office machines.
- Demonstrates understanding of applicable policies, procedures and work methods associated with assigned duties.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Records Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible office support experience in a records management environment, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid California Class C driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

General principles of records management including records appraisal, retention and disposition; concepts of records creation and active/inactive computer imaging, conversion systems; provisions of State and Federal codes, mandates, governing rules, regulations and policies affecting record-keeping functions; organization, procedures and operating details of City government procedures of a City Clerk's Office. General principals of administration, methods

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and techniques of supervision, training and motivation; standard office procedures, practices and equipment, including a computer and applicable software; English usage, spelling, grammar, and punctuation; basic office methods and equipment.

Skill to:

Operate standard office equipment, including telephone, copy machine, scanner, computer and variety of word processing and software applications; ability to type at 30 words per minute.

Ability to:

Effectively organize, direct and review the work of assigned staff; maintain confidentiality of sensitive information; interpret and apply administrative and department policies and procedures; analyze situations appropriately and adopt effective course of action; Undertake physical activities associated with maintaining and operating records center; operate modern office machines including digital imaging equipment; learn principles and practices of archival records management; perform general clerical work including maintenance of complex files and records and compile information for reports under minimal supervision; correctly interpret and apply the policies and procedures of the program or function to which assigned; compose reports and correspondence, involving individual judgment; perform routine clerical work; provide information and organize material in conformance with policies and regulations; read and understand a variety of documents including contracts and ordinances; work courteously with the general public on the telephone or in person; learn and apply municipal laws and procedures, City Municipal Code provisions, election laws and political reform requirements; follow written and oral directions; read, interpret and record data accurately; prepare clear and concise reports and keep accurate records; perform mathematical calculations quickly and accurately; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Salary Range: Refer to Mid-Management/Confidential Salary Schedule
FLSA: Nonexempt
Employee Group: Mid Management/Confidential Self-Represented Unit