

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, performs specialized technical and administrative duties in support of the City's records management and records center operations, including records retention, document imaging, indexing, storage, retrieval, and public access to official records; provides routine administrative counter support to the City Clerk's Office and assigned operations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Records Coordinator is a specialized technical support classification assigned to the City Clerk's Office with responsibility for the day-to-day administration of records management, records systems, and records center activities. The incumbent serves as a central resource to City departments on records retention, storage, retrieval, imaging, indexing, and records disposition in accordance with established policies, retention schedules, and legal requirements.

This classification is distinguished from the Deputy City Clerk in that the Records Coordinator's primary focus is citywide records management and official records administration rather than legislative support, agenda administration, meeting support, election administration, or statutory Clerk functions. While the incumbent may provide administrative counter support and public service support in the City Clerk's Office, such duties are ancillary to the class's primary records management responsibilities. Duties involving agenda administration, legislative process coordination, election administration, legal noticing authority, statutory interpretation, and final review or authorization of official City Clerk action are assigned to higher-level staff.

SUPERVISION RECEIVED/EXERCISED:

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

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

- Coordinates the day-to-day operation of the City's records management and records center activities and serves as liaison to City departments on records management matters; assists City departments with the organization, storage, retrieval, transfer, retention, archival review, and destruction of records in accordance with established policies, procedures, retention schedules, and legal requirements.
- Maintains official City files, indices, databases, and records systems; ensures records are organized, preserved, and accessible in accordance with established procedures and applicable legal requirements.

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- Assists with the implementation, maintenance, and periodic update of records management procedures, forms, file structures, and related practices to support the consistent application of established policies, retention schedules, and records standards.
- Prepares documents and records for scanning, electronic storage, and digital archiving; operates document imaging and records management systems; and performs indexing, classification, quality control, and retrieval of electronic and physical records.
- Processes records transfers to and from the records center; monitors storage locations, inventories, and retrieval activity; and assists with the orderly destruction or preservation of records in accordance with approved retention schedules and established procedures.
- Researches, locates, compiles, and provides routine information from official City records to City staff and the public in accordance with established procedures and applicable requirements governing access to records; refers non-routine, confidential, exempt, or policy-sensitive matters to appropriate staff.
- Receives, reviews, logs, and processes requests for official City records and related documentation in accordance with established procedures; assists in identifying responsive records; and routes requests requiring legal review, policy interpretation, or higher-level determination to appropriate staff.
- Assists in maintaining official and historical records, including ordinances, resolutions, agreements, minutes, recorded documents, and other permanent or vital records, in accordance with established filing, indexing, preservation, and retention requirements.
- Provides routine counter and administrative support for records management and assigned City Clerk office functions, including greeting visitors, responding to routine inquiries, providing forms and procedural information, receiving and routing documents and requests, accepting filings, and directing the public and staff to appropriate resources in accordance with established procedures.
- Performs routine document processing and records maintenance related to official City Clerk operations, including filing, indexing, recording, distributing, and retaining resolutions, ordinances, minutes, agreements, notices, and related records in accordance with established procedures.
- Assists with the processing, distribution, filing, and retention of public notices, hearing notices, and similar official documentation, and may assist with related records processing for election activities, as assigned and in accordance with established procedures.
- Maintains records-related office equipment and coordinates service and maintenance as needed.
- Performs related administrative and clerical duties incidental to records management and assigned City Clerk support functions.

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:

Education:

High school diploma or equivalent. Additional coursework in records management, public administration, or a related field is desirable.

Experience:

Four (4) years of increasingly responsible administrative support, document control, or records management experience, preferably in a public agency environment, including substantial responsibility for records maintenance, document imaging, indexing, filing systems, records retrieval, or related official records processing. Experience involving City Clerk operations is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid California Class C driver's license. Records management training or certification is desirable.

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

Knowledge of:

Principles and practices of records management, including records retention, indexing, classification, storage, retrieval, preservation, archival review, and destruction; applicable federal, state, and local laws and regulations governing public records, records retention, and access to official records, including the California Public Records Act; basic principles of document imaging, electronic records systems, and records quality control; organization, functions, and procedures of municipal government, including City Clerk operations; standard office procedures,

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practices, and equipment, including computers and applicable software; English usage, spelling, grammar, and punctuation.

Skill to:

Operate standard office equipment, including computers, scanners, copiers, and telephone systems; use word processing, spreadsheet, and records management software applications; maintain accurate records and filing systems.

Ability to:

Interpret and apply administrative policies, procedures, and legal requirements related to records management; maintain confidentiality of sensitive and legally protected information; organize and maintain complex filing and recordkeeping systems; analyze situations and determine appropriate courses of action within established guidelines; operate modern office equipment, including digital imaging systems; perform administrative and clerical duties with accuracy and attention to detail; research, compile, and organize information for reports and responses; read, interpret, and apply a variety of documents, including contracts, ordinances, and regulations; learn and apply municipal laws, procedures, and regulations related to records management, official records processing, and assigned City Clerk functions; provide effective customer service to the public and City staff; 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