



City of Irving Job Description

Records Specialist

FLSA Status:	EXEMPT	Job Department:	City Secretary's Office
Job Code:	08141	Reports To (Job Title):	Records Management Administrator

PURPOSE

To work within departments to provide expertise and guidance to improve active records systems for paper and electronic records. Implement processes for identifying and protecting vital records. Promote and provide educational opportunities for city staff in sound governance through good records management practices using Generally Accepted Recordkeeping Principles (GARP). Manage the records division in the absence of the Records Management Administrator (RMA).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Analyze, audit, and monitor the records management program within departments to ensure the protection, retention and orderly access of records vital to the City's daily operations and those records of historical value.
- Interface with city departments to ascertain record types, reports, and retention requirements; and provide recommendations to department representatives on the types of systems and procedures required to maintain and preserve the identity and integrity of the data.
- Manage the development, approval and updating of records retention and disposition schedules for various departments in accordance with TSLAC and under the supervision of the RMA.
- Develop (and keep up-to-date) an electronic records policy with Information Technology to manage electronic records, including e-mail, social media, the cloud, and unstructured records for retention and disposition compliance.
- Inspect City department's recordkeeping practices for compliance, efficiency and effectiveness and prepare report of findings and recommend corrective actions for management staff of that department.
- Serve as liaison to departments and consultants for conversion projects as directed by RMA.
- Compile statistics on records use for inclusion in monthly KPI activity reports.
- Counsel and provide guidance to city departments in identifying and classifying existing records and developing retention and disposition schedules to ensure that City records are maintained in accordance with regulatory requirements. Analyze information needs, research retention options and diplomatically resolve issues within the departments.
- Develop, conduct, and coordinate records management training classes to inform City employees about records management principles and legal requirements.
- Monitor changes and interpret federal and state law, City ordinances and policies on records management issues for departments.
- Write procedures for the records management program.
- Coordinate the authority for records disposal process, ensuring that only the appropriate records are approved and destroyed.

- Prepare annual disposition reports for the city departments prior to final document destruction under the supervision of the RMA.
- Compile statistics on the quarterly destruction of city records.
- Develop and conduct training on policies and procedures.
- Conduct on-site visits to observe conditions of and to document problems related to storage space, records handling, and recordkeeping.
- Ensure only authorized personnel access records.

OTHER DUTIES AND RESPONSIBILITIES

- Remain up-to-date on technology trends in the field of records and information management and reports findings to the RMA and Assistant City Secretary.
- May serve as a backup to the RMA in his/her absence.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- A bachelor's degree from an accredited institution of higher education.

EXPERIENCE

- Two (2) years of Records and Information Management (RIM) experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- N/A

KNOWLEDGE OF

- Records Management: Strong understanding of records and information management fundamentals, principles & standards, including Generally Accepted Recordkeeping Principles.
- Confidentiality: Methods and techniques of the proper storage for classified, confidential, and sensitive information maintained for all city departments.
- Computer Usage: Computer hardware and software applications, including records management database and scanning principles.

- Regulations: How to research retention related laws and statutes especially local government.
- Imaging Fundamentals.

SKILLS AND ABILITIES IN

- Recordkeeping / Program Management: Managing components of citywide records program, while applying Generally Accepted Recordkeeping Principles of accountability, transparency, integrity, protection, compliance, availability, retention and disposition to the city's records program.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Relating well to people while establishing and maintaining positive working relationships with customers, employees and teams.
- Safety: Understanding issues related to safety and risk avoidance.
- Organizational Strategies: Tracking multiple variables by sorting, grouping & calendaring.
- Self-Managed System Ability: Staying on task while multi-tasking by working with a variety of software packages, and/or projects, at the same time.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, which includes the ability to convey records management concepts to individuals and groups.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

OUTSIDE CONTACTS

- Professional Associations – ARMA, AIIM, ICRM, and NAGARA.
- Vendors – related to storage, destruction, scanning, conversion, maintenance, and preservation.
- Consultants – related to software, hardware, and storage.
- City Staff – constant contact with all levels of city staff, directors, managers, administrative, liaisons, maintenance, service.
- Peers – records management professionals from local governments and private sector.

EQUIPMENT AND PROPERTY

Computer and programs including Outlook, Word, Excel, OnBase (Permanent Document Management System), Versatile Enterprise (Records Management Database), and scanning programs; Printer, copier, scanner, phone fax, microfilm equipment; Records warehouse, shelving, ladders, boxes; security alarm

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

This job requires a lot of mobility, the analyst travels to each department working for days or weeks at a time in various offices. The employee constantly is required to listen, see, and /or sit. Frequently, s/he is required to carry, climb, grasp, handle, feel, lift up to 40 pounds, pull, push, reach and/or talk. S/he occasionally is required to balance, kneel, stand, stoop, walk, and drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a moderate amount of dirt and dust, as well as, noise of shredding equipment.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.