



City of Irving Job Description

Records Management Administrator

FLSA Status:	EXEMPT	Job Department:	City Secretary's Office
Job Code:	08111	Reports To (Job Title):	Assistant City Secretary

PURPOSE

To plan and oversee the city-wide records management program; to promote generally accepted record keeping principles (GARP) for the creation, storage and disposition of city records in all media formats; to ensure compliance with the Texas State Library and Archives Commission (TSLAC) requirements; and to manage and coordinate the activities of the records division staff and records center operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Operate the Irving Municipal Records Center (IMRC).
- Supervise the records staff by delegating and overseeing the completion of day-to-day responsibilities.
- Oversee the city's records management program for compliance with City Code and State law.
- Serve as the liaison to the TSLAC, monitor/review proposed legislation regarding records that potentially impact city government and reports changes to the City Secretary and the records liaisons, under the direction of the City Secretary.
- Develop, recommend, and administer, alongside the City Secretary, the records division budget and financial reports and performance measurements as requested.
- Develop procedures for the preservation of essential/vital, historical and permanent records and establish disaster recovery plans for preservation of these records.
- Identify records management risks and develops action plans to mitigate or eliminate the risks.
- Work directly with Emergency Management related to (Continuity of Operations Plan) COOP as the liaison to identify all records of value and permanent retention.
- Serve as the subject matter expert in records management, providing advice and assistance to various departments in all areas of records management.
- Manage the development, approval and updating of records retention and disposition schedules for various departments in accordance with the TSLAC.
- Administer the records management software program to track and report records maintained by the records center.
- Supervise the destruction of records stored at the records center, in city offices and electronically. Prepare annual disposition reports for the city departments prior to final document destruction.
- Exercise responsibility for the electronic imaging and electronic disposal of records in accordance with State laws.
- Develop bid specifications and evaluates bids for records related purposes.
- Manage contracts with multiple vendors for storage, destruction and scanning of records.
- Conduct assessments of departmental record keeping practices and ascertain compliance with recordkeeping requirements.

OTHER DUTIES AND RESPONSIBILITIES

- Remain up-to-date on technology trends in the field of records and information management.
- Remain educated on generally accepted record keeping principles (GARP).

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1-2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develops and administers, alongside the City Secretary, the records division budget of under \$300,000.

QUALIFICATIONS:

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

EDUCATION

- Graduation from an accredited four-year college or university with major course work in a field related to history, political science, library science, information science, archives or other related fields.

EXPERIENCE

- Three (3) years of professional records management experience.
- A Master's degree in a related field may substitute for experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Records Manager (CRM) designation, or ability to obtain certification within two (2) years is required.

KNOWLEDGE OF

- Records Management: Strong understanding of records and information management principles and standards, including electronic records management.
- Legal Requirements: Understanding of statutes which apply to the city's records management program and ability to interpret local, state and federal regulations.
- 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 the Microsoft Office suite, OnBase (scanned documents depository), Versatile Enterprise (records management database) and scanning principle; or ability to train on the applications.
- Regulations: Federal, state, and municipal restrictions, laws and ordinances.

SKILLS AND ABILITIES IN

- Records Advising: Utilizing technical knowledge to provide guidance related to electronic management of records.
- Organizational Program Coordination: Managing and evaluating the components of the city-wide records program.
- Industry Standards: Applying GARP principles of accountability, transparency, integrity, protection, compliance, availability, retention and disposition to the city's records program.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with all levels of management, employees, vendors and other government agencies.
- Project & System Ability: Organizing and multi-tasking while working with a variety of software programs and multiple projects at the same time.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so as to effectively conveying records management concepts to individuals and groups.
- Training and Direction: Effectively guiding and critiquing adult learners, as well as coaching and mentoring other records staff members.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

This position interacts with department directors and liaisons with frequent contact to support departmental records needs. Externally, the role engages: state agencies, such as the Texas State Library and Archives Commission (TSLAC) with as needed contact to continue compliance; professional associations, such as the ARMA, AIIM, ICRM, with as needed contact to sustain professional relationships with peers and continued education requirements; and, vendors for storage, destruction, scanning, and software, with frequent (at least monthly) contact.

EQUIPMENT AND PROPERTY

This position will make use of a microfilm reader, records warehouse, shelving, ladders, boxes, and a security alarm. In addition, it utilizes a myriad of office equipment, including a computer, printer, copier, scanner, phone, and FAX machine.

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 is a physical job when dealing with records/boxes, requiring mobility and strength. The job can be sedentary while working for hours on the computer. The employee constantly is required to listen, talk, see and/or sit. Frequently, s/he is required to carry, climb, grasp, handle, feel, lift up to 40 pounds, pull push, and reach. Occasionally, s/he 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 frequently is exposed to a moderate amount of dirt and dust; noise of shredding equipment. The Irving Municipal Records Center is a separate building from City Hall and houses fewer staff members.

* 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.