



CLASSIFICATION DESCRIPTION

TITLE: RECORDS COORDINATOR

JOB CODE: 13 (EXEMPT)

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform quality control of imaging/scanning and indexing functions updating and maintaining Citywide electronic records archives, systems and databases. Employees in this classification perform at the administrative level and to act as liaison regarding processing retention and destruction activities of City records and information. This position is responsible for conducting audits of electronic records systems and ensures the compliance of all City records with all City, State and Federal rules and regulations, including ADA compliance. The employee works with considerable independence within the scope of established policies and procedures of the work.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Functions as the administrative assistant to the City Clerk, with responsibility for routine and complex administrative functions.
- Assists the City Clerk in the development and implementation of records management policies and procedures.
- Conducts quarterly and annual audits of City electronic records and databases as outlined by City Clerk Audit procedures; ensures completeness of indexing and image quality of City records and documents; compiles electronic record statistics for inclusion in quarterly reports.
- Reconciles and deletes indexing errors and anomalies; advises end users and records staff on procedural or content problems; ensures security and preservation of records in storage.
- Trains City staff in the operation of records management systems and databases, e.g., scanning, records retention, retrieval, duplication, records destruction. Assists departments with the configuration of electronic record storage (addition/deletion of document types, keyword changes, etc.).
- Prepares documents for optical imaging; determines proper classification and storage of records; determines indexing criteria and assigns keywords and search criteria. Operates imaging system and word processing software to scan and import City records and documentation into City databases and archive systems; operates optical characters

recognition software for text editing; operates word processing software.

- Analyzes and evaluates records retention, scanning, retrieval, duplication and records destruction policies and procedure; submits recommendations to improve quality control and efficiency. Maintains the vital Records Protection and Disaster Prevention Recovery Plan and assists in implementation should an actual event occur.
- Manages, evaluates and controls records management systems and software applications, submits recommendations to improve accuracy and effectiveness.
- Reviews scanned images for accuracy and clarity to avoid duplication of information and ensure accuracy of data.
- Assists with records inventory and assessment activities to include the review of paper-record storage to ensure the on-going transition to electronic records.
- Evaluates and oversees retention policies and requirements; deletes and/or destroys City records and files in accordance with all applicable laws, statutes and regulations.
- Assists with various purchasing activities and reports, ensuring that all functions and programs are performed within established budgetary parameters.
- Assists City Clerk/Paralegal with the City Council ADA Agendas and Minutes, including accurate preparation of Agenda items and minutes as well as scanning/importing the record copy of all Agenda Packets into electronic imaging program for departmental access in ADA compliance.
- Assists City Clerk/Paralegal with the scanning, indexing, processing and recording of City Attorney and Land Acquisition Management records.
- Maintains and verifies accuracy of various departmental records management systems and databases.
- Performs a wide variety of special projects and duties as they relate to records management and archiving activities.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelors in Public Administration or other related field; supplemented by two (2) years records systems maintenance experience within a similar government or legal organization; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License. Must be willing to obtain the Certified Municipal Clerks certification (CMC) and Electronic Records Management certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Considerable knowledge of general office software applications, optical scanners, and associated imaging software.
- Ability to take minutes and transcribe diction using notes or dictating equipment.
- Knowledge of modern records management techniques to include legal requirements and terminology for recording, retention and disclosure.
- Knowledge of ADA record conversion.
- Ability to perform routing typing and basic computer operations, i.e., data entry, word processing and records retrieval.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Knowledge of business English and spelling; knowledge of basic math.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems.
- Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.
- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 to 20 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.