

CITY OF TAFT

CLASS TITLE: MUNICIPAL RECORDS ADMINISTRATOR

Salary Range 53.9

BASIC FUNCTION:

\$2398-\$2914 Bi-weekly

This is an “At-will” senior executive position reporting to and serving at the pleasure of the City Manager and shall exhibit sufficient professional ability to administer the city’s records and allied functions.

Under general administrative direction, plans, directs, manages, and oversees the functions, programs, and operations related to the production and preservation of records of actions taken by Council, the City’s records retention, destruction, and imaging program, and the conduct of City elections; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and to elected municipal officers.

An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. Requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

REPORTS TO:

City Manager

SUPERVISES:

Para-professional and clerical staff personnel and other positions as may be assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversee and manage the City’s records management program including developing procedures for records management, retrieval and disposal.
- Maintain, dispose, and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements; and supervise the storage and protection of the City’s permanent records.
- Serve as the liaison for the City Clerk’s Office with other divisions, departments, outside agencies and the general public.
- Supervises legal noticing, preliminary Council agenda review, and file coding prior to Council meetings; provides for processing and distribution of ordinances, resolutions, agreements, and other documentation following Council meeting and notifies departments of follow-up to be completed regarding actions taken by Council.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk’s Office including municipal records management and election administration and incorporate new developments as appropriate.
- Provide leadership to incorporate vision, strategic planning and elements of quality management into the full range of the department’s activities in accordance with the City’s strategic plan objectives.

MUNICIPAL RECORDS ADMINISTRATOR CONTINUED

- Acts as custodian of official City records; oversees the management of the City-wide records management program; prepares documentation regarding the annual records destruction process; updates the retention schedule.
- Conducts municipal elections and special elections; serves as Filing Officer for campaign finance reporting; serves as liaison to the Registrar of Voters.
- Supervises the preparation of minutes for all board and commission meetings.
- Serves as Fair Political Practices Filing Officer; monitors Economic Statement filings for designated employees and board/commission members.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the City Clerk's Office budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies.
- Participates on a variety of boards, commissions, and committees; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Acts as City archivist/historian and serves as primary research resource for the legislative history of the City.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to subpoenas, claims against the City, and requests for public records.
- Develop and implement programs, policies, goals, objectives, systems, long range plans and procedures to enhance effectiveness and operational efficiency.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Oversee and supervise all public records requests and disseminates information and records per California Public Information Act and Council policy.
- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.

KNOWLEDGE OF:

- Pertinent federal, state, and local laws, codes, rules, and regulations including the Ralph M. Brown Act, the California Elections Code as it applies to municipalities, California Public Records Act, Conflict of interest regulations and other applicable codes and ordinances.

MUNICIPAL RECORDS ADMINISTRATOR CONTINUED

- Principles and practices of employee management, effective leadership, supervision, training and work evaluation.
- Modern municipal administrative methods and procedures, organizations, and functions.
- Research techniques, sources and availability of information, and methods and principles of report presentation.
- Rules and regulations governing local municipal elections.
- Principles and practices of administrative management including electronic document and records management and systems analysis and implementation.
- Principles and practices of business correspondence, program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.
- Principles and practices of automated and manual records management, retrieval, and storage.
- Modern office procedures, methods, and equipment including computers and supporting software applications.

ABILITY TO:

- Exercise sound and independent judgment, analyze data, conduct independent analyses and make recommendations on complex, sensitive and controversial issues.
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards.
- Establish, maintain and foster cooperative relationships by promoting effective partnerships with department peers, employees, citizens, and others contacted in the course of work.
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs.
- Work effectively in time-sensitive situations and coordinate multiple projects and complex tasks simultaneously.
- Communicate effectively orally and in writing and prepare clear and concise reports.
- Develop creative and practical solutions to complex and difficult problems.

- Operate a computer and assigned office equipment.
- Oversee and administer and implement changes to ensure an efficient records management system.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Provide information and organize material in compliance with laws, regulations, and policies.

DESIRED MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education and Experience:

Five (5) years of increasingly responsible records management experience or administrative experience involving filing systems. Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disposal. Designation as a Certified Records Manager (CRM) is desirable.

An Associate Degree from an accredited college or university. Certified Municipal Clerk designation is desirable.

License or Certificate

Possession of, or ability to obtain and maintain an appropriate, valid driver's license. Possession of a California commission as a Notary Public is highly desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base and document imaging and retrieval software; 10-key calculator; phone; copy machine; fax machine; typewriter. multi-line business phones, copiers/scanners/printers, calculators, filing and records management systems;

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.