

Office of the City Auditor

CLASS SPECIFICATION

ARCHIVES & RECORDS MANAGEMENT COORDINATOR III

Salary Grade 57A

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under minimal supervision, leads one or more Citywide Archives and Records Management division programs or functions in accordance with applicable laws and professional standards; develops and recommends policies and procedures; develops process improvements, staff training materials, and guidance on topics relevant to City staff and members of the public.

Responsibilities include: developing, integrating, and overseeing functional areas and/or programs related to management of public records; providing training and expertise to staff on archives collection development, electronic records management, record retention schedules, public outreach, and other archival and records topics.

DISTINGUISHING CHARACTERISTICS

Archives & Records Management Coordinator III is the highest-level of three classifications within the Archives & Records Coordinator series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Archives & Records Management Coordinator III is distinguished from the City Archivist in that the former is responsible for a program within the division with a specific focus related to collecting, managing, preserving, and facilitating access to the City's records while the latter is responsible for the overall management of the Division and the facility, and citywide leadership on archives and records management matters.

Archives & Records Management Coordinator III is distinguished from Archives & Records Management Coordinator II in that the latter has discretion over specific functions within the division, and the former has broader decision-making authority and provides leadership and guidance in assigned program areas.

Archives & Records Coordinator III is distinguished from the general Coordinator series in that the former performs specific archival and records management work and requires specialized education, training, and experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of the following duties and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Develop and recommend program plans, policies, and operating and administrative procedures; identify issues and develop solutions or policy initiatives to recommend changes; provide training, guidance, and expert advice and consultation on program areas; serve on committees representing the Division.

3. Plan, organize, direct, and evaluate the performance of assigned employees and volunteers; assist with hiring and training; oversee work progress and provide quality control; train and coach staff.
4. Administer, plan, promote, and oversee the Citywide deployment and implementation of the City's electronic records management system; work with Bureaus/Offices to determine the best manner of deployment; develop training materials and conduct trainings; lead the division's response to Citywide electronic records preservation and access.
5. Oversee the archives collection development function; recommend strategy on collection development policies; identify gaps in the overall collection; perform macro appraisals; establish processes for donations and accessions; manage donor relations; prioritize and create processing plans for archival projects; ensure all activities impacting historical collections comply with accepted standards.
6. Ensure compliance with public records mandates and Citywide records management; develop and update record retention schedules in collaboration with other Bureaus/Offices to provide policy direction on records retention; review retention schedules to assess compliance.
7. Provide administrative and technical guidance to Bureaus/Offices on improved filing and record-keeping systems for the preservation and long-term retention of current and historical records; train staff in records management.
8. Provide backup to the City Archivist on administration of the division; provide customer support in all areas; lead and assist with special projects; create and conduct training for the division.
9. Provide reference services for the public and City staff; determine relevant records for researchers and public records requestors; provide oversight and backup in daily operations of the Research Room.
10. Represent Division on internal and external committees; participate in outreach activities to support the division's mission.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by the City Archivist.

This classification may have supervisory responsibilities, but generally oversees and trains employees and part-time/seasonal staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Advanced knowledge of records and/or archives management practices and procedures, maintenance of official records and original documents, and relevant laws and regulations.
2. Advanced knowledge of search strategies, research techniques, methods, and procedures within electronic databases and paper filing systems.
3. Knowledge of electronic records, including tools, best practices, policy development, systems analysis and development, and issues regarding electronic records, including data storage methods, media, and security.
4. Knowledge of and the ability to apply principles of supervision, training, and performance evaluation.
5. Skill in applying theories, principles, legal requirements, and techniques of records and/or archives management, including retention scheduling, collections management, preservation, storage, public access, electronic records, and destruction.
6. Skill in developing and adapting project plans, managing multiple tasks, and setting objectives/goals.
7. Ability to resolve difficult management or administrative issues, perform analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
8. Ability to understand, interpret, explain, and apply relevant City, state and federal policy, law, code, regulation and court decisions.
9. Ability to communicate effectively, both orally and in writing in formats that meet the needs of the audience; present information, proposals, and recommendations clearly and persuasively in

- public settings. Ability to interpret and explain records management, retention, archives, and access policies and requirements to City staff, elected officials, and the public.
10. Ability to exercise sound, expert, and independent judgment within policy guidelines.
 11. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, the public, and others; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
 12. Ability to learn City-specific technology and use general office software programs, and other related archival software programs and social media applications.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

For Archives Management positions:

Education/Training: Master's degree from an accredited college or university with major course work in library or information sciences, archival management, history with a concentration in archival studies, records management, or related field;

AND

Experience: Five (5) years of increasingly responsible archives and/or records management experience, including experience in a lead or supervisory role;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

Ability to pass a physical capacities test requiring the lifting and carrying of boxes up to 35 pounds.

Preferred Qualifications:

Certification by the Academy of Certified Archivists or Institute of Certified Records Managers.

Certification by the Society of American Archivists as a Digital Archives Specialist

Three (3) years of experience working for a public agency and/or working with public records.

Bargaining Unit: Represented

FLSA Status: Exempt

HISTORY

Revision Dates: 6-26-2023