

## Office of the City Auditor

### CLASS SPECIFICATION

#### ARCHIVES & RECORDS MANAGEMENT COORDINATOR I

##### Salary Grade 55

Established: December 13, 2018

##### **CLASSIFICATION SUMMARY**

Under routine supervision, performs a variety of archives and records management activities; provides City employees and the public with access to records within the Archives and Records Management Division's jurisdiction; assists with projects, training, and records management functions.

Responsibilities include: assisting, planning, preparing, and supporting archives and records management, including accepting new records, maintaining physical records stored at the Portland Archives and Records Center; responding to City employee records requests; providing customer support; working with archival records; ensuring the City is meeting its legal obligations for records retention and destruction.

##### **DISTINGUISHING CHARACTERISTICS**

Archives & Records Management Coordinator I is the first of three classifications within the Archives & Records Management 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 I is distinguished from Archives & Records Management Coordinator II in that the latter performs duties of greater complexity, has broader decision-making latitude, and may lead the work of staff or functions or manage projects.

Archives & Records Management Coordinator I is distinguished from the general Coordinator series in that the former performs specific archival and records management work at the direction of certified archivists with specialized training and education.

##### **ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of the following 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. Administer the physical records at the Portland Archives and Records Center; maintain accurate inventory; monitor safety and security of records and equipment; and maintain physical condition of the records area, including boxes and shelves that make up the stacks; .
3. Perform records accessioning and destruction duties according to established policies and procedures; manage records storage space allocation; import and enter data into the electronic records management system; ensure information is current and accurate. Respond to City employee records requests; locate, retrieve, and track requested files; transfer files using the appropriate delivery service; refile returned records; track transactions in the City's electronic records management system.
4. Field routine records management questions; advise City staff about applying the Records Retention Schedules.
5. Assist with developing training materials and teaching City employees how to use the Records Center.

6. Support staff in the Research Room as needed by providing reference assistance to the public; respond to records requests; use database and indexes; create copies and scans records.
7. Assist with historical collections; describe, arrange, and preserve archival records collections as directed.
8. Assist with special projects or events that support the Archives' mission.
9. Complete administrative tasks as assigned, such as scheduling office machine maintenance and ordering supplies.

### **SUPERVISION RECEIVED AND EXERCISED**

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

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of basic filing techniques and maintenance of official records.
2. Ability to learn the City as an organization and policies and procedures specific to Archives and Records Management, such as maintenance of official and original records, records destruction, and public access to records.
3. Ability to learn and follow standards specific to maintaining a records center, such as materials handling, safety and security regulations, inventory and warehousing methods, and equipment used by the records center to access and manage records boxes.
4. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
5. Ability to use general office software programs and learn other City-specific technology, and archival software programs.
6. Ability to establish and maintain inclusive, respectful, and culturally responsible working relationships with the public, all levels of City employees and officials, and other government agencies.
7. Ability to analyze, interpret, explain, and apply relevant laws, regulations, policies, and procedures.
8. Ability to organize, set priorities, problem-solve, exercise sound judgment, and take initiative within established procedures and guidelines.

### **MINIMUM QUALIFICATIONS REQUIRED**

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

**Education/Training:** High School diploma.

AND

**Experience:** Three (3) years of work experience that includes customer service.

OR

Equivalent combination of training and experience.

### **Special Requirements and/or Qualifications:**

Ability to pass a physical capacities test that involves lifting and carrying boxes up to 35 pounds, climbing 10-foot ladders, and operating hand trucks.

**Preferred Qualifications:**

Course work from an accredited college or university.

Experience working with paper filing systems and/or working in a warehouse.

Bargaining Unit: Represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: 3/3/2022