

Office of the City Auditor

CLASS SPECIFICATION

ARCHIVES & RECORDS MANAGEMENT COORDINATOR II

[Salary Grade 56](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under general supervision, performs with discretion varied archives and records management activities in the Archives and Records Management division; provides City employees and the public with research and reference services to City records collections; provides records management services; performs outreach activities; provides comprehensive customer support; and works with historical, semi-active, and active records.

Responsibilities include: overseeing, advising, and performing archives and records management functions, including managing the Research Room, leading Records Center activities, maintaining physical records, and responding to public and employee records requests; creating file plans for bureaus and working with records retention schedules; developing policies and procedures for electronic records preservation; providing customer support and education for the electronic records system; leading Archives staff within assigned areas of responsibility; developing and implementing public outreach strategies.

DISTINGUISHING CHARACTERISTICS

Archives & Records Management Coordinator II is the second 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 II is distinguished from Archives & Records Coordinator III in that the former has less latitude in decision-making in assigned areas within Archives programs, and the latter has broader decision-making authority and provides leadership and guidance in assigned areas.

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

Archives & Records Management Coordinator II 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

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. Oversee and perform reference services according to accepted professional standards; oversee the Research Room at the Portland Archives and Records Center, serve as the primary contact for the public and City employees doing archival research; perform reference services involving interviews, records searches using a variety of finding aides, the Archives

electronic records management system, and other resources; use broad understanding of City functions and records to advise researchers.

3. Lead Records Center functions, ensuring work processes are completed; administer records destruction process.
4. Lead staff on projects; train staff in relevant policies and procedures in assigned areas of responsibility and assign appropriate tasks; provide guidance and feedback; provide input on staff performance to the City Archivist.
5. Contribute to strategic plans for social media and outreach; assist with planning, administration, and implementation of outreach projects, including social media, online and in-person events, written and recorded activities, and educational exhibits; evaluate effectiveness.
6. Develop and implement outreach communication strategies in coordination with Auditor's Office communication staff and within established policies; design, generate, and post content to City websites.
7. Develop and deliver training on archives and records management; prepare supplemental material; support user group forums; provide routine customer support and training for electronic records management system.
8. Represent Archives on committees or at events.
9. Perform or lead activities associated with special projects or programs supporting Archives' mission; identify and recommend operational improvements; conduct research; recommend policy and procedure improvements; implement changes and report on progress to management.
10. Assist with the historical collections; assess and process archival records collections within guidelines.
11. Assist with records management activities, including providing non-technical support and data maintenance for the electronic records management system, creating records surveys and file plans, researching and evaluating retention requirements and public records laws, and drafting records retention schedules.

SUPERVISION RECEIVED AND EXERCISED

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

This classification has no supervisory responsibilities, but leads and trains staff, volunteers, and part-time/seasonal staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of records management standards and practices, and the laws governing public records; maintenance of official records and original documents, including electronic records.
2. Knowledge of the principles and practices of archives management, preservation, description, and access.
3. Ability to research, plan, and implement public information and education programs to build and maintain public awareness of mission and goals.
4. Ability to communicate effectively, both orally and in writing, in a way that meets the needs of the audience; present information, proposals, and recommendations clearly and persuasively in public settings.
5. Ability to interpret, apply, and explain laws and policies to City staff, elected officials, and the public.
6. Ability to exercise independent judgment, set priorities, problem-solve, and take initiative within established procedures and guidelines.
7. 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.
8. Ability to use general office software programs and learn other City-specific technology, archival software programs and social media applications.

9. Skill in applying archives and records management standards and practices to assigned work.
10. Skills in developing search strategies within complex databases; research strategies and techniques within archival records collections.
11. Skill in providing direction to staff in assigned areas of responsibility.
12. Skills in coordinating projects with other City entities and outside agencies.

MINIMUM QUALIFICATIONS REQUIRED

A typical way to obtain the knowledge and abilities would be:

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: Three (3) years of archives and records management experience.

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:

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

One (1) year of experience working for a public agency and/or working with public records.

Bargaining Unit: Represented

FLSA Status: Exempt

HISTORY

Revision Dates: 3/3/2022