

City of Fort Worth, Texas Job Description

Classification Title	Records Analyst		
Job Code:	PR2170	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/17/15
FLSA Status	Exempt	Date Revised:	3/5/2020

GENERAL SUMMARY

Performs or coordinates the control, access, and destruction of the City's records and provide records management support; to assist with administration of the city's comprehensive records management program in order to support the City's records management officer, and comply with recordkeeping requirements established in state law, city charter, and city code.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists Records Manager with the responsibility for assigned services and activities of the Records Management Program for the City of Fort Worth.
2. Assists and participates in the development and implementation of goals, objectives, policies and priorities for the management of records and information.
3. Analyzes city departments ongoing recordkeeping practices for compliance with requirements established in state law, city charter and city code.
4. Advises and assists city personnel on a variety of records management issues. Assists and directs departmental records liaisons in conducting records inventories.
5. Coordinates the regular approval, removal and destruction of eligible City records.
6. Assists with the establishment of policies and standards regarding operations and use of inactive records storage areas.
7. Assists with the identification, appraisal, and transfer of historical materials to the Fort Worth Municipal Archives.
8. Matches inventory data to existing records retention schedules to facilitate records disposition.
9. Develops, implements and establishes measurements for internal records management program procedures to provide for timely, effective service to city departments.
10. Compiles and maintains inventory data to facilitate citywide records storage control.
11. Performs other related duties as required.

12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of records management and archival administration.
 - Recent trends, philosophies, and developments related to records management.
 - Records and information management software systems.
 - Recordkeeping practices as required by federal and state laws, city charter, and city code.
 - English usage, spelling, grammar and punctuation.
 - Departmental procedures, policies, and rules.
- **Skill in:**
 - Organization and time management.
 - Interpersonal relations.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Practice theories, techniques, and methodology of records management.
 - Set goals and independently prioritize projects to accomplish objectives.
 - Analyze departmental recordkeeping problems, identify alternate solutions, project consequences of proposed actions and propose recommendations.
 - Interpret and apply federal and state laws, city charter, and city code to local government records.
 - Recommend goals and objectives for providing records management services.
 - Interpret and explain adopted Texas State Library and Archives Commission retention schedules.
 - Interpret and apply departmental policies and procedures.
 - Follow all safety rules and regulations of the department to which assigned.
 - Identify and respond to issues, concerns, and needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree from an accredited college or university with major course work in Library Science, Information Science, Records Management or a related field and two years of increasingly responsible experience working in records or archives management, or related fields.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.