

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Records Manager		
<b>Job Code:</b>	MG1531	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/17/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Oversees and coordinates the City's comprehensive Records Management Program. Monitors effective and economical controls over the creation, identification, maintenance, security, storage and destruction of city records; ensures compliance with state law, city charter, and city code; manages, supervises and coordinates the activities and operations of the Records and Information Management Office.

### 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the management of records and information.
3. Monitors and evaluates the efficiency, effectiveness, and quality of recordkeeping practices throughout all City departments; and analyzes information flow.
4. Appraises evidential and informational value in city records to determine administrative, legal, audit, or historical value; establishes a disaster recovery plan to ensure preservation of essential and historical records; and facilitates preservation and regular transfer of historical records to Municipal Archives.
5. Oversees inventory of City records. Studies and identifies departmental functions and the records series that document and support them; and trains staff in all City departments to perform functional analyses.
6. Oversees the development, update and approval of retention and disposition schedules for City records.
7. Directs the administration of the City's Public Information (Open Records) program, in accordance with Texas Government Code, Chapter 552, and General Services Commission rules on charges.
8. Directs the approval and transfer of expired City records to destruction, according to statutory requirements. Maintains records of destruction.

9. Assists and advises Records Management Policy Committee; reports to City Council on the progress of assigned program; serves as a liaison to the Texas State library; and reviews and comments on proposed legislation.
10. Designs, publicizes and conducts citywide training classes on records management.
11. Maintains awareness of new developments and technology in the field of records management; and incorporates new developments as appropriate into programs.
12. Performs other related duties as required.
13. 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 procedures of records management and archival administration.
  - Pertinent Federal, State and local laws, codes and statutes applicable to records management.
  - Statutory requirements regarding access to public information.
  - Electronic Records.
  - Microfilm standards.
  - Principles and practices of program development and implementation.
  - Basic procedures, methods and techniques of budget preparation and control.
  - Recent developments, current literature and information related to records management.
- Skill in:
  - Organization and time management.
  - Interpersonal relations.
  - Computers and applicable software.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze departmental record keeping practices and recommend solutions.
  - Educate and motivate records management staff and large network of departmental records liaisons.
  - Communicate with all levels of City staff to maximize understanding and participation in records management program.
  - Assess documentation needs in all mediums.
  - Assist in preparing records management policies, procedures, and manuals.
  - Create microcomputer applications and word processing documents.
  - Coordinate and monitor records management programs.
  - Recommend and implement goals and objectives for providing records management services.
  - Interpret and explain City policies and procedures.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Public Administration, History, Library Science, Archival Administration, Information Science, or a related field and five years of increasingly responsible experience in records or archive management, microfilm activities, or related field including two years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **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, 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.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.