City of Fort Worth, Texas
Job Description

Classification Title	Senior Records Analyst		
Job Code:	PR2540	**Job Family:**	Professional
Pay Grade	609	**Date Reviewed:**	07/10/15
FLSA Status	Exempt	**Date Revised:**	

GENERAL SUMMARY

Performs independent analysis of the City's recordkeeping practices for all City departments; consults, advises, and provides records management support; assists with administration of the City's comprehensive records management program in order to support the City's Records and Information Management Program and City's records management officer; complies 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, departmental business plans, 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. Determines eligibility of departmental records for microfilming; coordinating and monitoring filming with departments and service bureau; establishes policies and practices to ensure that all microfilming is done in accordance with state law.
6. Establishes policies and standards regarding operations and use of inactive records storage areas.
7. Assists with the development and establishment of policies and procedures for the City's records management program, including the creation of administrative regulations dealing with records.
8. Monitors and implements newly established and mandatory minimum recordkeeping requirements established by the Texas State Library and Archives Commission.

9. Develops, implements, and establishes measurements for internal records management program procedures to provide for timely, effective service to City departments.
10. Maintains awareness of new developments and technology in the field of records management, incorporating new developments as appropriate into programs.
11. Develops, updates and maintains the City's enterprise-wide Records Retention Schedule.
12. Serves a liaison between software vendor's applications/operational staff, users, and in-house technical staff.
13. Selects and evaluates content for intranet website.
14. Performs other related duties as required.
15. 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.
  - Functional analysis approach to records inventory.
  - Records and information management software systems.
  - Recordkeeping practices as required by federal and state laws, City charter, and City code.
  - Records management rules, regulations, policies and procedures of the Texas State Library and Archives Commission.
  - Principles and practices of program development and administration.
  - Management skills to analyze programs, policies, and operational needs.
  - English usage, spelling, grammar and punctuation.
  - Departmental procedures, policies, and rules.
- **Skill in:**
  - Examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
  - Providing technical guidance and leadership.
- **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.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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.
- Conduct informational and technical research including collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Develop specific solutions to problems in compliance with records management and cooperative policies, procedures, guidelines and standards.
- Incorporate evolving and emerging theories, principles, ethics, and best practices.

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 five 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, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

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.