

**MAJOR FUNCTION**

This is responsible administrative, supervisory and semi-technical work coordinating the preparation and filing of documents into the City's OnBase document management system, disposal of eligible records, and operation of an offsite warehouse. Work requires extensive knowledge of City records. Responsible for completing special projects involving the conversion of records from one medium to another, coordinating the courier of files from other City departments to the custody of the Records Division, maintaining accurate manifest of records being stored, maintaining accurate manifest of records destroyed, identifying and assembling files eligible for destruction in compliance with State requirements and City policy, and retrieves physical files from the offsite warehouse facility upon request. The work is performed under the general supervision of the Records Administrator and is reviewed through meetings, reports, and achievement of desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises subordinates and assigns and coordinates the work of others. Coordinates weekly project assignments, performs quality assurance (QA) checks and verifies correctness and accuracy of data entry, complies periodic reports for management concerning productivity. Identifies documents within the OnBase document management system which are incorrectly indexed or filed and corrects same. Receives and tracks quarterly reports submitted by City departments concerning their disposal of records. After consultation with the Records Administrator, coordinates with departments to store content in the OnBase system, develops work plan necessary to accomplish document conversion projects, takes custody of records for processing into the document management system. Inspects and prepares documents for OnBase storage, utilizes imaging equipment to digitize records, uses advanced image-cleanup software to ensure that digitized documents are legible and reproducible, uses advanced equipment to convert microfilm content to digital content, and trains and mentors staff on these skills. Prepares and maintains an accurate inventory of hardcopy records stored at the offsite warehouse identifies records which are eligible for disposal and conducts disposals with the approval of the originating department. Determines the appropriate storage location for records within the offsite warehouse and physically moves boxes to fit the layout; ensures proper identification of all items stored at said facility and acts as the building superintendent of said structure by ensuring that all preventative and general maintenance tasks are completed. Operates the offsite warehouse in a clean, orderly and organized manner. Manages the imaging and micrographic equipment maintenance program, including carrying out first echelon maintenance, preventive maintenance (PM) tasks, and repair service for imaging and microfilm equipment to keep the same in a serviceable condition. Recommends the hire, transfer, advancement, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends the approval or disapproval of merit increases.

**Other Important Duties**

Completes special projects as assigned. Provides customer assistance as needed. Upon request, assists with troubleshooting technological issues with OnBase system. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of statutes, rules, regulations, policies, procedures relating to the retention, maintenance, safeguarding and disposal of public records. Ability to work under pressure within imposed deadlines. Ability to supervise, plan, coordinate and evaluate the work of subordinate level personnel in a manner conducive to full performance and high morale. Ability to perform duties with initiative and to exercise competent judgment. Ability to communicate effectively. Ability to write reports and

manifests. Extensive knowledge of imaging system equipment and software, particularly those involving document capture and image cleanup, micrographic equipment and associated software necessary for successful job performance. Ability to troubleshoot equipment malfunctions and perform first echelon equipment maintenance. Ability to do some heavy lifting.

Minimum Training and Experience

Possession of an associate's degree, or successful completion of 90 quarter hours or 60 semester hours at a college or university, and four years of experience that includes records management; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license is required at the time of appointment for designated positions.

Established: 08-13-81

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12-09-02  
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