

## **CITY RECORDS SPECIALIST**

### **DEFINITION**

Under general supervision, performs administrative and technical duties in the maintenance of records and information which includes the creation, receipt, maintenance, retention and disposal of the City's electronic and paper records and information; and performs related duties as assigned.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the City Clerk or designee. This class does not exercise supervision. This class may make assignments and delegate work to support staff.

### **DISTINGUISHING CHARACTERISTICS**

City Records Specialist is an administrative class assigned to the City Clerk's Office. Incumbent(s) maintain files containing original materials submitted to the City Council or filed directly with the City Clerk's Office, and coordinates the citywide records management program, including operation of the offsite Records Center.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include, but not limited to the following:

Maintains records and files in compliance within established procedures and processes, including but not limited to, staff reports, ordinances, resolutions, contracts, agreements, leases, bids, and tract maps. Ensures all destroyed records are documented on the destruction logs.

Maintains an index system for the storage and retrieval of documents.

Coordinates procedures and prepares inactive records for microfilming with vendor; disposes of or retains records as appropriate.

Works with City departments to develop and maintain records retention schedules and ensures records are destroyed accordingly.

Updates the Fresno Municipal Code as ordinances are approved; assembles and forwards changes monthly to the printing company for editorial review and printing.

Gathers and compiles information in response to requests from the public, media and City staff, either in person, telephonically, electronically or via written correspondence.

Assists with and may provide recommendations in support of the City's records program budget.

May provide lead direction to assigned staff.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles, practices, methods and techniques of records and information management programs & systems.

Public Records Act and other local, state and federal laws relating to the maintenance, retention and release of a wide variety of records and information.

Procedures, techniques and methods of records and information preservation.

Records and information storage and retrieval technologies, their uses and capabilities.

Organization and functions of city government.

Citywide records retention program.

Proper English usage, grammar, spelling and punctuation.

Records management principles, scanning and microfilming.

**Skill In:**

Operating modern office equipment including computer equipment.

**Ability to:**

Formulate, implement and explain record retention policies and procedures.

Prepare clear and concise records and reports.

Communicate effectively orally and in writing.

Accurately index and maintain records and files.

Establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a High School Diploma, GED or equivalent AND completion of thirty (30) units from an accredited college or university, in Business.

AND

**Experience:**

Three years of increasingly responsible record management experience, which includes classifying, indexing, cross-referencing and filing a variety of materials.

**Substitution:**

Additional qualifying experience may be substituted for the required college or university course work on a year-for-year basis, with thirty units equaling one year of experience.

**Special Requirements:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

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Revised: SCM, KGP, tic,lt 10/27/15