

RECORDS MANAGER

DEFINITION

Under general direction, plans, organizes and manages the operations of the Records Section which includes records, statistics, court liaison, and prosecutor liaison office. Provides highly responsible and complex administrative support to the Department Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director, Assistant Director, or designee. Exercises supervision over assigned staff, including selection, training, preparing performance evaluations and recommending disciplinary actions.

DISTINGUISHING CHARACTERISTICS

The Records Manager is responsible for managing the staff engaged in the full range of Records Section activities and processes. Incumbents exercise independent judgment relating to the development of, revisions to, and implementation of record classifying, filing, storage and maintenance. Depending upon assignment, incumbents may process and distribute multimedia information relative to events and investigations, maintain automated criminal history and crime report files, and provide service to the public and law enforcement agencies. An incumbent is required to serve as the Police Department's Agency CLETS Coordinator (ACC) to the California Department of Justice and oversee criminal case filing with the District Attorney and the distributions of Court subpoenas. This class is distinguished from Police Support Services Supervisor in that incumbents of the latter are first-line supervisors on an assigned shift. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Plans, organizes, manages, and reviews the work of assigned personnel engaged in distributing court subpoenas, submitting criminal cases to the District Attorney for prosecution, submitting NIBRS data to the California Department of Justice, records storage, retention and maintenance.

Selects, trains, coaches and evaluates subordinate personnel; works with employees to correct deficiencies; implements discipline and termination procedures.

Assists the Department Director in establishing and implementing organizational policies and procedures; monitors the effectiveness and makes revisions, recommendations or improvements as appropriate.

Analyzes and reviews procedures including the development and adoption of improved records processing and storage, along with the filing of criminal cases and the distribution of court subpoenas.

Develops and maintains the division operating budget.

Develops planning strategies to meet current and future needs of the division.

Directs and recommends the purchase of materials, new and replacement equipment, and contractual services.

Ensures the Police Department is meeting all California Department of Justice CLETS and FBI CJIS security requirements and coordinates security audits with these agencies.

Creates and prepares a variety of reports and correspondence.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organizational procedures, office standards, practices and systems, including automated processing and storage of public records.

The principles and techniques of management, including program planning, implementation, administration, and budgetary practices and controls.

Applicable federal, state and local laws, rules and policies regarding records systems, records retention, and the California Public Records Act.

Principles of supervision, training, and performance evaluation.

California Department of Justice CLETS and FBI CJIS security requirements.

NIBRS statistical reporting requirements.

District Attorney case filing and court subpoena processes.

Principles and practices of municipal budget preparation and administration.

Skill/Ability to:

Assign, supervise, evaluate and train assigned personnel.

Communicate effectively in oral and written form.

Classify and index a large variety of detailed records.

Prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Understand and follow complex written and oral instructions.

Establish and maintain effective working relationships with those contacted during the performance of assigned duties.

Use modern office equipment and applicable software applications.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or a closely related field.

Experience:

Four (4) years of records management experience, which included two (2) years of related leadership or supervisory experience. Additional qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two (2) years.

OR

Four (4) years of experience as a current Police Support Services Supervisor with the City of Fresno.

Special Requirement(s):

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

The successful completion of an extensive background investigation, which may include a psychological evaluation, Computer Voice Stress Analyzer (CVSA) and/or a polygraph examination may be required.

Depending upon assignment, recruitment may be limited to a specific area of expertise as required by operational needs, such as police records management.

Records Manager
Page 4

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Director of Personnel Services

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