

RECORDS MANAGER

DEFINITION

Under general direction, plans, organizes and manages the operations of a records division within a Department. 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 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. This class is distinguished from Records 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 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.

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.

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.

Principles and practices of municipal budget preparation and administration.

Skill to:

Use modern office equipment and applicable software applications.

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.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or a closely related field; **AND** 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 Records 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, a polygraph examination, and/or a medical exam, 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.

APPROVED: _____ *Signature on File* _____ DATE: 8/18/2016
Director of Personnel Services

NEW: 08/18/16