



## JOB DESCRIPTION

Title: **RECORDS OPERATIONS MANAGER**  
Department: Finance & Administration  
Class Code: 6310  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2010 (Rev. 02/2015)

### GENERAL PURPOSE

Under general supervision from the City Recorder. The Records Operations Manager (ROM) is responsible for assisting the City Recorder with the management and administration of the Records Information Management Program (RIM) for the City. The ROM, under the guidance of the City Recorder, is responsible for training departments/division Records Coordinators (RC) ensuring that all of the RIM program policies and procedures are followed. The ROM is responsible for performing a periodic Records and Information Audit to review departments/divisions in relation to the RIM policy and applicable procedures for records identification, storage, retention, preservation, disposition, disposal suspension and release.

### EXAMPLE OF DUTIES

- \*-- Assists the City Recorder with preparing, publishing and maintaining the RIM policy.
- \*-- Assists the head of each department/division to identify qualified resources to fill the Records Coordinator role.
- \*-- Plans, formulates and prescribes basic files management and records disposition procedures, and filing system standards.
- \*-- Updates the Records Retention Schedule in cooperation with the RC's; defines and identifies vital, historical, and/or permanent records; establishes retention periods for all records in accordance with applicable laws, regulations, and City business requirements.
- \*-- Provides records management advice and assistance.
- \*-- Utilizes training and services offered by the Utah State Archives and State Records Center.
- \*-- Processes passport applications.

- \*-- Works with the City Recorder and Information Technology (IT) staff to incorporate the department's policies and procedures for all electronic records under the guidance of the Director of Finance & Administration.
- \*-- Implements destruction and records storage transfers in accordance with the records retention schedule.
- \*-- Assists the City Recorder and IT staff with maintaining, testing and updating a business recovery and disaster management plan to insure maximum availability of records for establishing operations quickly with minimum disruption and expense.
- \*-- Assists the Cultural Programs Manager with preservation of historically valuable records.
- \*-- Assists the City Recorder with developing a training program.
- \*-- Institutes the communications and training plan to educate and train users on the RIM program. Publicizes the availability of training and changes in the RIM requirements or process.
- \*-- Numbers and routes all City agreements for proper approvals and execution. Reviews agreements for inclusion of necessary supporting documents.
- \*-- Controls setup and use of records storage space located next to the Emergency Operations Center.
- \*-- Numbers and files all ordinances and resolutions with any supporting documents in hard bound binders for permanent archiving.
- \*-- Transcribes draft minutes of council meetings and posts approved minutes to internet; publishes public notes in paper, prepares and mails public notices to affected governmental entities, citizens and businesses.
- \*-- Assists Recorder's Office staff with the maintenance of department's web site page.
- \*-- Provides support to other departments/divisions with the posting of documents as the Website System Administrator. Works with IT to develop RIM policies and procedures for the website.
- \*-- Assist with municipal elections every two years including early voting.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associates degree and four (4) years records management experience or an equivalent combination of education and experience.

### Special Requirements

- Working knowledge of records management practices including Government Records Access Management Act (GRAMA).
- Obtain available RIM certification.
- Maintain membership in a RIM organization to attend regular meetings.
- Must be able to become a Notary Public within six (6) months of hire date.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of RIM policies and procedures.
- Working knowledge of modern office practices and procedures, proper grammar, spelling and punctuation.
- Working knowledge of election process.
- Ability to follow verbal and written procedures and instructions; deal tactfully and effectively with public contacts in relatively adverse situations and city department representatives; maintain a congenial working relationship with public, staff and other agencies; exercise judgement in appraising situations and making decisions; communicate effectively both orally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine, contract tracking software, web site updates, document imaging scanner, voting equipment.

## **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.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.