

CITY/PARISH RECORDS MANAGER

PURPOSE AND NATURE OF WORK

Position researches statutes governing records of public agencies, the business processes of a large, decentralized organization; develops, applies and administers a Records Management program. Incumbent works with considerable independence while reporting directly to the Chief Information Officer, serves as the agency Records Officer as per applicable statute, has leadership responsibility for the departmental records coordinators, with no formal supervisory responsibility for employees.

ILLUSTRATE EXAMPLES OF WORK (NOTE: These examples illustrate the various types of work performed by the incumbents. All duties may not be listed, nor does incumbent necessarily perform all listed.)

Inventories business practices, information form and flow, storage, retention and destruction practices; recommends and initiates improvements and efficiency measures; drafts and negotiates uniform policies and procedures regarding record retention and destruction; submits program to Secretary of State, the City/Parish Council and Administration for endorsement. Researches digital business applications and data bases, applies legal definition of record, inventories and works with departmental coordinators to develop retention schedules.

Receives all public records requests, prepares initial response, consults with Legal Department and management, completes response within strict time limits.

Meets with departmental records coordinators, performs "walk through" inspections of operating division offices, inventories forms in use, analyzes and compiles inventories from heaviest to lightest use, identifies "vital" records, eliminates unused forms. Determines retention periods and destruction procedures based on business necessity and applicable law. Reviews systems and facilities for maintaining records and reports and identifies necessary revisions. Participates in storage, retrieval, transportation and destruction of warehoused files, documents, maps, diagrams. Write records management policy and procedure manual, trains users, resolves problems and reports on progress, performance and efficiency gains due to program.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of Louisiana Revised Statute 44:410 et seq. and Secretary of State's Rule governing public record formation, maintenance, retention and destruction.

Through knowledge of the city / parish government organization, layout, business characteristics as well as their forms, files and record keeping requirements.

Knowledge of scanning equipment, electronic image storage and character recognition technology affecting records management field.

Knowledge of traditional filing methods, materials and microfilms.

Ability to apply knowledge of records management to digital databases and computer applications in use by various departments, and apply legal requirements of records management.

Ability to form and maintain effective working relations with managers, elected officials, employees, vendors and public.

Ability to obtain support, cooperation and compliance of managers throughout a decentralized organization in implementing and following through with a records management program.

Ability to communicate clearly and concisely, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Completed college level course work in a law or government related field and substantial experience in records management, including analyses of computer business application product, data bases and use of enterprise wide computer systems, is desired.