

City of Lake City, FL

Classification Description

Classification Title: ~~RECORDS COORDINATOR~~ Records Management Supervisor

Pay Grade: ~~7~~ 9

Department: CLERK

FLSA Status: ~~Non-Exempt~~

General Description

Advanced administrative, clerical, records management and some auditing work involving various functions and responsibilities of the City Clerk's Office. Coordinate Records Management within all City Departments which includes training, records storage, retention and destruction according to General Records Schedules. Responsible for archiving of records inclusive of records with historical value to ensure information is processed efficiently and effectively. Responsible for processing, tracking and complying with public records requests. Work is performed under the general supervision of the City Clerk.

Nature of Work

Essential Functions:

- Responsible for supervision of Administrative Assistant.
- Manages Records Storage Center inclusive of onsite and off-site records.
- Maintain inventory of vital records and records stored at off-site records facility.
- Prepares records disposition schedules for all city records.
- Prepares records for destruction in accordance with approved Florida Records Retention Schedules.
- Performs research on active and inactive records.
- Perform statistical and record keeping functions.
- Assists in coordinating records management training for City staff.
- Prepares reports, researches records, and maintains records and files.
- Attends and participates in meetings as required.
- Ensures compliance with federal, state, and local legal requirement by researching existing and new legislation. Advises management (City Clerk) of actions and potential risks.
- ~~Assists in election duties and procedures.~~
- Keeps up to date on information and technology affecting functional areas to increase innovation and ensure compliance.
- Responsible for imaging of City documents, indexing and providing quality assurance of images scanned. Ensures the security and preservation of records in storage.
- Interacts with the general public, City administration and employees to produce records as required by the Florida Public Records Act.
- Processes, tracks and complies with public record requests via the Public Records Platform.
- Prepares documents for filing, public records viewing and copying.
- Complies and facilitates the retrieval of Public Records in accordance with State law.
- Receive and process payments for records requested.
- Processes, tracks and complies with affidavits, subpoenas, or similar documents.
- Gives general information concerning regulations and office procedures.
- ~~Assist in the Emergency Disaster Preparedness and Response Plan.~~
- With minimal direction, provide administrative support to the City Clerk, Mayor and City Council.

- Greets and assists visitors and staff in a friendly, professional and hospitable manner; provides information as requested.
- Analyzes and helps resolve administrative problems. Develop and coordinate methods and procedural improvements to foster greater productivity.
- Performs various administrative duties: filing, typing, telephone answering, computer input/retrieval.
- Plans, initiates, and carries to completion various administrative assignment.
- Attends training and education opportunities.
- Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines, scanner or multi-line telephone systems. Uses computers for word processing and document imaging software.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Must have the ability to perform office duties as expected
- Knowledge of laws and regulations governing the publishing, filing, indexing and safekeeping of official city documents
- Knowledge of Municipal Codes and Ordinances, City Charter, intergovernmental relationships and general procedures of the city
- Knowledge of Florida Retention Schedules
- Knowledge of research methods and techniques
- Ability to communicate effectively, both orally and in writing
- Ability to conduct research, analyze and present findings in a clear, concise manner
- Ability to meet the public, to understand their questions, and provide clear answers
- Knowledge of business English and spelling
- Ability to understand and follow oral and written instructions
- Ability to access, input and retrieve information from a computer
- Ability to learn assigned clerical tasks readily and to adhere to prescribed routine
- Skilled in the use of data input equipment
- Proficiency in Microsoft Office and Excel

Minimum Qualifications: Graduation from an accredited two-year college with major course work in Public Administration or related field and a minimum of five (5) years progressively responsible related governmental/business experience with data processing systems, records management, document imaging, office automation and organization and public records. Any equivalent combination of education

~~and experience may be substituted for the minimum qualifications.~~ Must be a high school graduate or possess a General Education Diploma (GED). ~~and have three (3) years of clerical experience including experience with data processing systems, records management, document imaging, office automation, and organization.~~ Must have valid Florida Driver's License. Must possess a FRMA (Florida Records Management Association) certification or the ability to obtain within three (3) years of employment.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to access, input and retrieve information from a computer
- Ability to learn assigned clerical tasks readily and to adhere to prescribed routines
- Skill in the use of data input equipments

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Name: _____ Date: _____

Signature: _____

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