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| Job Title: | Documents & Records Specialist | | |
| Department/Group: | City Clerk's Office | Supervisor: | City Clerk |
| Location: | Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708 | | |
| Level/Salary Range: | \$24.49 | Position Type: | Full Time |
| HR Contact: | HR Director | Date Posted: | |
| External Posting URL: | www.madeirabeachfl.gov | Posting Expires: | When filled |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Documents & Records Specialists Attention: Recruiting or Human Resources Department | | MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708 | |
| Job Description | | | |
| ROLE AND RESPONSIBILITIES Under the direction and supervision of the City Clerk, performs professional work of an administrative and technical nature related to records management functions. Work involves ensuring all documents and records are identified, classified, maintained, retained, secured, stored electronically, accessed, and disposed of according to legally mandated regulatory standards. Works with all departments and ensures confidentiality of all documents. <ul style="list-style-type: none"> • Assists with development and maintaining the electronic records management program to ensure compliance with state and federal laws. Assist in implementing policies and procedures for managing information from creation to final disposition. Oversees the storage, retrieval, and destruction of paper and electronic records according to laws. Maintains records to provide documentation of the methodical retention and destruction of records. • Digitizes the City's records using various scanning devices; gathers documents from departments, proofs for clarity, and ensures their proper storage. • Coordinates the City's records imaging program. Performs technical imaging functions and provides support and assistance to system users. • Assists with the training and educating employees on document and records management and regulation. Provides in-person training and technical assistance to City departments for records standards and guidelines. • Organizes, converts, and integrates records to be scanned and stored electronically in Laserfiche, electronic document archival system. Maintains strict and orderly organization of the City's records collection with a focus towards digital conversion and management of records. • Accurately and legibly prepares and maintains reports, forms, and other required documentation. • Plans, coordinates, and carries out records inventory, evaluations, and the disposition of departmental records in accordance with state law and other legal requirements. • Identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata. | | | |

- Monitor regulatory activity to maintain compliance with records and document management laws.
- Coordinates records retrieval as requested by all City Departments. Arranges for retrieval of records and delivery to the requesting department.
- Oversees off site storage activities and maintains inventory index. Monitors the storage of records and billing for storage to ensure accuracy.
- Assists in coordinating, researching, and responding to public information and records requests, ensuring HIPAA compliance and other exemptions that apply. Tracks records requests using JustFOIA, public records tracking system.
- Provides technical disaster preparedness support to relevant Records Management functions.
- Provides administrative support to the City Clerk's Office and serves as a backup to the Executive Assistant to the City Clerk.
- Provides administrative support to the City Manager's Office, other departments, and the Board of Commissioners as needed.
- Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 24.49