

## RECORDS ADMINISTRATOR JOB DESCRIPTION

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- 1) Design and implement a records management program that complies with local, state, and federal regulations and meets employee and citizen needs.
- 2) Facilitate Records Commission meetings at least once every six months.
- 3) Maintain a central file of Records Management Program records including Commission meeting minutes, approved forms, etc.
- 4) Undertake continuing education and research into records laws, records management practices, including appropriate equipment and suitable storage.
- 5) Revise program policy and procedures as needed.
- 6) Inform City employees of program policy and procedures.
- 7) Assist City employees in managing records in their offices and in implementing the records management program.
- 8) Assist Department Heads in orienting new employees to records program expectations and requirements.
- 9) Prepare proposed retention schedules for approval by the City Records Commission, the Ohio Historical Society Local Government Records Program, and the State Auditor's office. Review and amend when needed.

### ADDITIONAL TASKS FOR COUNCIL OFFICE:

- 1) Records administration as detailed above.
- 2) Answer resident inquiries; directs callers to proper department or obtains answers for them; directs callers to their Council representative.
- 3) Performs research, as directed by Clerk of Council.
- 4) Filing, copy work, and assistance with packet mailings, as needed.
- 5) When necessary, attend evening meetings for clerical support.
- 6) Perform other tasks as required and directed by Clerk of Council.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the functions and organization of the municipal government; knowledge of the City's Charter and code; thorough knowledge of local, state and federal regulations with regard to records management; knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with other City officials, associates and the general public.