

CITY OF FONTANA RECORDS COORDINATOR

DEFINITION: Under direction from the Deputy City Clerk, plans, organizes, directs, and implements the City-wide Records Management Program. Provides technical and functional supervision over staff.

ESSENTIAL FUNCTIONS

- Develop policies and procedures for the City's Records Management Program.
- Review legislation and coordinate with departments to determine operating, administrative, legal, fiscal, historical, and/or archival value of departmental records.
- Ensure technical compliance with government codes for records retention, dissemination, access, and destruction.
- Analyze and evaluate equipment, technology, and advances relative to records management needs.
- Assist in the preparation of the annual budget.
- Recommend cost-effective fee schedules for services to ensure unit operation is within fiscal limits.
- Conduct studies, surveys, and prepares reports relative to records retention and management.
- Assist in the selection of staff; participate in the training of staff and volunteers; work with employees to correct deficiencies; implement discipline procedures.
- Conduct file searches for specific documents.
- Review records and equipment inventories.
- Serve as a records management source liaison to all City departments.
- Perform a variety of general clerical tasks including ordering, receiving, and distributing Department supplies; operate a variety of records storage equipment and computer programs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Employee must perform any other tasks or functions deemed necessary to the operations of the employer, and
- Other duties as assigned: This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard, document imaging, and other standard office equipment. Additionally, the position requires near and far vision when reading correspondence and operating assigned equipment. Acute hearing is required when providing customer service to the public, both in person and via telephone.

Employees are frequently required to lift, drag, and push files, paper, and documents weighing up to 50lbs.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Principles of records management including records appraisal, retention, and disposition.
- The concepts of records creation and active/inactive records systems.
- Modern record and information management technology, including Laserfiche and microfilm conversion systems.
- Principles and practices of supervision, training, and personnel management.
- Provisions of State and Federal codes, mandates, governing rules, regulations, and policies affecting record-keeping functions.
- Principles of modern office practices and current developments in office automation.
- Principles and practices of budget preparation.

Experience: Three (3) years of progressively responsible experience in the development, creation, implementation, and maintenance of a records management program and system which includes related computerized records access/retrieval and micrographics. Public agency experience is preferred.

Education: Equivalent to the completion of the twelfth grade, supplemented by specialized training in records management.

Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.