Records Management Specialist

All applications must be received through https://www.governmentjobs.com/careers/Allen

Under general supervision, the purpose of this position is to plan, organize and maintain the City records management activities including providing effective support and training to ensure city-wide compliance, responding to open records requests, and complex clerical work requiring specialized knowledge in records management, public information laws and departmental operations. This position may provide administrative support to the City Secretary.

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- Plans, organizes and implements the records management program by coordinating records management activities with all City departments to ensure effective and efficient compliance with all applicable laws and regulations; establishes, reviews and maintains records retention schedules; and participates in developing and implementing City document and records management programs, systems and procedures.

- Responds to public information requests including coordinating the gathering of requested information across departments; reviewing responsive information for confidential information; coordinating requests for an opinion to the Texas Attorney General's Office through the City Attorney; accessing charges in compliance with State law; and administering the records request tracking software.

- Provides documents and records management training on all software systems to City staff.

- Acts as subject matter expert on Laserfiche records management system.

- Develops and implements records management standards, policies and procedures in consultation with the City Secretary as the Records Management Officer; and coordinates the annual destruction of records process for the City in accordance with established retention schedules and legal requirements.

- Oversees the conversion of paper records to other storage media to ensure accurate, high quality records, and efficient viewing and reproduction methods.

- Provides responsive, high quality service to internal/external customers by providing accurate, complete and up-to-date information in a courteous, efficient, and timely manner.

- Responsible for the records storage facility by designating record locations, coordinating record moves and retrievals, and tracking storage capability.

Job Requirements:

**Formal Education / Knowledge**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent. Bachelor's degree in information management, library science, public administration, business or related fields is preferred.

Knowledge of principles, practices and methods of records management; local and state laws relating to retention requirements and public information; computer and database applications used in records management programs; and current document management and storage technologies including electronic document management systems.
Experience
Two (2) years of responsible experience in the development and maintenance of a records management program; experience in a governmental setting preferred. Working knowledge of GovQA Software is preferred.

Certification and Other Requirements

- Valid Class C Driver’s License.
- Laserfiche Certified with experience in Forms and Workflows is preferred.
- Must possess a Notary Public License within six (6) months of employment.
- Must complete Public Information Act training with 30 days of employment and must complete "New to Laserfiche," "Record Management Edition," and "Scanning Training" within 60 days of employment.
- Must be proficient in the use of various computer-based programs such as Laserfiche, Microsoft Word, Excel, Access, Outlook and PowerPoint.