

Job Description – City of Burleson



Job Title: Records & Information Coordinator / Electronic Records Administrator
 Department: City Secretary Office
 Pay Grade: Range 24
 FLSA Category: Non-Exempt
 Schedule: 40 hours per week with after hours as needed
 Date Revised: February 26, 2025

Approvals:	HR:		CMO:	N/A
	DIR:		CMO:	N/A

PRIMARY DUTY:

This position is responsible for the implementation, maintenance and management of the City's records program and records center as designated by the City Secretary. This position is designated as the Electronic Management Administrator responsible for all aspects of the electronic records software, retention schedules, training and coordinating solutions for electronic content management. This position also coordinates and handles requests filed under the Texas Public Information Act, as assigned.

ESSENTIAL DUTIES:

S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs).

Strength Exerted	Description of Job Duties
M	Manage records center including establishing and implementing standards regarding the operations and function of the record center. Maintaining a tracking system and catalogue all records in record center and report on this information. Managing contract with third party off-site storage. Moving record storage boxes to record center for archives, shelves boxes and pull boxes for destruction.
S	Process all paperwork from City Council meetings; including coordinating paperwork prior to the meeting and support city staff.
S	Direct responsibility to manage department related records and record retention.
S	Manage and maintain city cemetery records and coordinate with funeral home for GIS cemetery mapping.
S	Responsible for the Code of Ordinances including updating, reviewing, editing and distributing.
S	Administer the city's electronic records solution – analyze and resolve technical as well as user issues with software and assisting all departments with the implementation of software including creating workflow, indexing, user id and security for the departments.
S	Create and implement training program for electronic records management software including scheduling and completing all department training as assigned.
S	Implement and maintain the City's record management program in accordance with State & Local laws, City Charter and City of Burleson Ordinances. Provide assistance to all City personnel on record retention schedule.
S	Assist with coordination of public information requests – including managing software, user securities, respond to all requests as assigned.
S	Taking inventory, getting bids, ordering supplies and making other department related purchases, process vendor bills, PO's or requisitions.
S	Actively participate in meetings, conferences, workshops and training sessions and review publications and materials to remain current on industry trends, principles, practices and new developments.

	Perform other duties as assigned.
	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Expert knowledge of Texas State Library Retention Schedule.
- Extensive knowledge of records principles and Electronic Records Management (ERM).
- Extensive knowledge of Texas Open Meeting Act and Texas Public Information Act.
- Extensive software skills to include Microsoft Office (Word, Excel, Access, PowerPoint), Adobe Acrobat with an ability to learn other software.
- Ability to create and implement effective training programs.
- Ability to learn, comprehend and retain knowledge about a wide variety of city operations and systems.
- Ability to be flexible and adaptable to change in priorities while working with frequent interruptions.
- Exceptional organizational skills.
- Ability to work independently with little supervision.
- Ability to work in a team while maintaining positive working relationships with fellow employees.
- Must be detail oriented.
- Ability to maintain a high degree of confidentiality.
- Effective problem resolution skills with ability to exercise good judgement and discretion.
- Must have polished and proven people skills with a focus of being able to interact well with a diverse population and provide excellent customer service both internally and externally.
- Excellent communication skills both orally and in writing including proficient listening skills, rules of grammar, practices of document preparation, and conveying information in a concise, tactful, professional manner.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two years of work experience with a municipality or other governmental agency.
- Two years of project management experience.
- Any combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

CERTIFICATES AND LICENSES REQUIRED:

- Must obtain Notary Public and Texas Open Meetings certification.

PREFERRED:

- Ability to obtain Certified Records Management (CRM) designation.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Use standard office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Work position at a standard desk with an adjustable office chair.

Lifting/Carrying	F	Boxes of records weighing between 20 - 50 pounds to retrieve records.
Pushing/Pulling	F	To open and close filing cabinet drawers and relocating boxes around records center.
Reaching	F	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	C	To use the computer and calculator and writing.
Crouching/Crawling	F	To move boxes at records center, plug in computer, calculator, etc.
Twisting	F	Working around the desk in standard office activities and moving boxes.
Kneeling	F	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	C	To read and prepare paperwork.
Hearing/Talking	C	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F_time pressures

F_irregular schedule

O_frequent change of task

O_tedious exacting work situation

F_performing multiple tasks simultaneously

R_emergency situations

R_danger/physical abuse

R_noisy/distracting environment

C_working closely with others as a team

other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.