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<th>Job Title:</th>
<th>Records Management Administrator</th>
<th>Date Created:</th>
<th>09/2019</th>
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<tbody>
<tr>
<td>Department:</td>
<td>City Secretary</td>
<td>Date Revised:</td>
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<td>Reports to:</td>
<td>City Secretary</td>
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<td>Grade:</td>
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**Summary of Duties:** Under the direction of the City Secretary, the Records Management Administrator is responsible to plan, organize and coordinate the storage and maintenance of City records; assist the City Secretary by providing training to employees and/or departments regarding records management policies, procedures, changes in laws and compliance with the records management program; and provides public access to records and record retrieval service to the Council, staff and general public. Coordinates clerical activities and provides administrative support for area of assignment; prepares correspondence and other types of documentation; maintains departmental records, files, and databases; conducts routine purchases; provides customer service to the public; and performs other related duties.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers the City's record management program, including records retention, retrieval and destruction, maintaining records retention policies and procedures, as well as conducting records management training to City staff.
- Research, plan, develop, and implement long and short-range record management goals of City's archived and current records, in coordination with the City Secretary.
- Maintain and update confidential records and city records, such as ordinances, resolutions, minutes, and contracts in the document management system and manual filing system.
- Analyze records storage and capture processes, policies, procedures, software, and operational goals to make recommendations for efficient and TSLAC compliant records management strategies. Administer and oversee the Records Retention Schedule for all city departments and offices. Administer and oversee the Records Retention Schedule for all city departments and offices.
- Audits department compliance with the Records Management Plan and Records Retentions Schedules.
- Administers and oversees the storage, retrieval, inventory and destruction of city records in accordance with the Texas Local Government Records Act.
- Perform daily tasks and act as liaison with other City departments in compliance with Open Meetings Act and Public Information Act, to include preparation of official notice of meetings and special events.
- Serve as a liaison for Economic Development Corporation, Type A and Community Development Corporation, Type B; attend and record proceedings of official meetings of Type A and Type B Boards.
• Provides assistance to the City Secretary by maintaining files and records; preparing correspondences; maintains high level of executive confidentiality in the preparation of documents; arranges travel plans, reservations and itineraries; prepares expense reports; and other related duties as assigned.
• Serves as backup to the City Secretary by assisting with the following: agenda and packets for City Council meetings; files and maintains City records, assisting in the administration of the Texas Open Records and Open Meetings Acts; assists in record retention; researches City records to provide information upon request; administers the filing and disposal of confidential files.
• Receives and responds to all Public Information requests also known as Open Records Requests.
• Perform other related duties as assigned, to include performing the duties of the City Secretary in their absence.

Typical Decisions: The incumbent sets goals and prioritizes departmental activities with close adherence to both City and state laws. The incumbent establishes and evaluates performance for compliance with the Records Management Plan and Records Retentions Schedules.

Minimum Qualifications:

Knowledge of: Texas Open Meetings Act ("OMA") and Texas Public Information Act ("PIA"). Ability to read and understand laws, policies and procedures. Considerable knowledge of municipal records as well as public records, records management practices, application of records retention schedules, the Texas Public Information Act and coordination of open records processes, and knowledge of document management software the ability to use various software programs such as Microsoft Office, Excel, Agenda Software, etc.

Skill in: Communicating effectively both verbally and in writing; planning, organizing, and communicating with city staff, and the general public; establishing and maintaining effective working relationships. Ability to work independently and schedule priorities. Adhere to prescribed routines and practices; maintain records; make reports requiring accuracy; work well with others; assist the public cooperatively and with courtesy; skill in the application of word processing and spreadsheet software; skill in application of recording devices; office machines and equipment.

Education: Associate's degree (A. A.) or equivalent from two-year college or technical school; or minimum of two years administrative/records management experience with a municipal government or public agency; or equivalent combination of education and experience.

Experience: Minimum of two (2) years administrative/records management experience with a municipal government or public agency; or equivalent combination of education and experience. Two (2) years of progressive municipal experience. Any work related experience resulting in acceptable proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certifications: Possession of a valid Class C Texas driver's license.

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Must be available to work nights, weekends and special events as required and other City related functions. Also, be able to travel occasionally, including overnight stays for City related training or events.
The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.