

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Records Administrator		
<b>Job Code:</b>	PR5230	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	02/28/2021
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general supervision, the Records Administrator assists in the development, implementation, coordination, and administration of the department level Records and Information Management Program.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Consults with the City's Records and Information Management (RIM) Office for document classification, retention, destruction, imaging and compliance regarding the department level Records Information Management Program.
2. Assists with the implementation, administration, and continuous improvement of the electronic records management program for the city including managing cost-effective controls related to the creation, distribution, destruction, organization, maintenance, and use of assigned Department records.
3. Analyzes and evaluates the existing records management and information system and manages the transition to a new system.
4. Develops and implements goals, objectives, policies and priorities for the management of department records and information.
5. Advises and assists department personnel on a variety of records management issues; provides training to staff who require access or have a responsibility for maintaining records; gives direction to liaisons in conducting records inventories.
6. Conducts recorded information retention compliance audits, notifies departments of non-compliance and implements corrective measures to bring records to compliance.
7. Implements new systems, methods and procedures; monitors program process in meeting goals and objectives; conducts updates with management staff to inform of project progress; and makes adjustments as necessary.
8. Facilitates compliance with records retention schedules, reviewing and updating schedules as necessary in coordination with the City's Records and Information Management (RIM) Office.
9. Partners with other City Departments to develop practices and procedures related to managing and interfacing with data repositories.

10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of records management and archival administration.
  - Recent trends, philosophies, and developments related to records management.
  - Functional analysis approach to records inventory.
  - Records and information management software systems.
  - Recordkeeping practices as required by federal and state laws, City charter, and City code.
  - Records management rules, regulations, policies and procedures of the Texas State Library and Archives Commission.
  - Principles and practices of program development and administration.
  - Management skills to analyze programs, policies, and operational needs.
  - English usage, spelling, grammar and punctuation.
  - Departmental procedures, policies, and rules.
- **Skill in:**
  - Providing technical guidance and leadership.
  - Planning, organizing and prioritizing multiple projects and tasks.
  - Using computers and standard desktop software applications.
  - Distinguishing content according to the Texas Department of Information Resources Data Classification Guide.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Practice theories, techniques, and methodology of records management.
  - Set goals and independently prioritize projects to accomplish objectives.
  - Analyze departmental recordkeeping problems, identify alternate solutions, project consequences of proposed actions and propose recommendations.
  - Interpret and apply federal and state laws, City charter, and City code to local government records.
  - Recommend goals and objectives for providing records management services.
  - Interpret and explain adopted Texas State Library and Archives Commission retention schedules.
  - Interpret and apply departmental policies and procedures.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Follow all safety rules and regulations of the department to which assigned.
  - Identify and respond to issues, concerns, and needs.
  - Analyze problems; identify alternative solutions, project consequences of proposed actions.

- Conduct informational and technical research including collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Develop specific solutions to problems in compliance with records management and cooperative policies, procedures, guidelines and standards.
- Incorporate evolving and emerging theories, principles, ethics, and best practices.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's Degree from an accredited college or university with major course work in Library Science, Information Science, Records Management or a related field and five years of increasingly responsible experience working in records or archives management, or related fields.

## **OTHER REQUIREMENTS**

None

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.