

City of Fort Worth, Texas

Job Description

Classification Title	Records and Information Management Officer		
Job Code:	MG1531	Job Family:	Management
Pay Grade	613	Date Reviewed:	11/15/23
FLSA Status	Exempt	Date Revised:	01/26/2024

GENERAL SUMMARY

Oversees and coordinates the implementation of the City's comprehensive Records and Information Management (RIM) Program. Monitors effective and economical controls over the creation, identification, maintenance, security, storage, preservation and destruction of city records and information; ensures compliance with state law, city charter, and city code; manages, supervises and coordinates the activities and operations of the Records and Information Management Office.

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. Responsible for the development and implementation of the City's comprehensive Records and Information Management (RIM) Program, as required in Chapter 2, Article VIII of the City Code.
2. Supervises staff of the Records & Information Management Office, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, disciplinary, and termination decisions or recommendations.
3. Reviews, recommends, and revises organization business policies to achieve compliance with technology, legal and RIM requirements.
4. Champions and educates the organization on best practices and standards of records and information management, including methodologies of enterprise information management and digital information management.
5. Manages and participates in the development and implementation of goals, objectives, policies and priorities for the management of the City's records and information assets.
6. Oversees the preparation of program budget and reports, including cost allocation and financial reports, measures and performance measurement, and contract monitoring.
7. Monitors, evaluates and provides recommendations on the efficiency, effectiveness, and quality of record and information management practices throughout all City departments; and analyzes information flow.

8. Oversees inventory of City records and information. Studies and identifies departmental functions and the records series that document and support them; oversees the development, update and approval of retention and disposition schedules for City records.
9. Directs the approval and destruction of City records which have met their legal retention requirements in accordance with statutory requirements. Maintains records of destruction.
10. Assists and advises Records Management Policy Committee; reports to City Council and City Management on the progress of assigned program as requested; serves as a liaison to the Texas State library; and reviews and comments on proposed legislation and revision to State retention guidelines.
11. Designs, publicizes and conducts citywide training classes on records and information management requirements and best practices.
12. Partners with City information technology groups to develop and implement best practices regarding electronic information management and maintain awareness of new developments and technology in the field of records management; incorporates new developments as appropriate into programs.
13. Serves on City Committees and Work Groups that impact the management, preservation and security of the City's informational assets.
14. Appraises evidential and informational value in city records to determine administrative, legal, audit, or historical value; assists departments to establish a disaster recovery plan to ensure preservation of essential and historical records; and facilitates preservation and regular transfer of historical records to Municipal Archives.
15. 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.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Principles and procedures of records and information management and archival administration.
- Pertinent Federal, State and local laws, codes and statutes applicable to records management.
- Statutory requirements regarding access to public information.
- Electronic Records standards and principals
- Preservation methods including standards for digital and microfilm.
- Principles and practices of program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.

- Recent standards, best practices, developments, related to records and management including electronic records, artificial intelligence and other tools and resources that impact the management of City informational assets.
- **Skill in:**
 - Organization and time management.
 - Interpersonal relations.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze departmental record keeping practices and recommend solutions.
 - Educate and motivate records management staff and large network of departmental records liaisons.
 - Communicate with all levels of City staff to maximize understanding and participation in records management program.
 - Assess documentation needs in all mediums.
 - Assist in preparing records and information management policies, procedures, and manuals.
 - Coordinate and monitor department records and information management programs.
 - Recommend and implement goals and objectives for providing records and information management services.
 - Interpret and explain City policies and procedures.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, History, Library Science, Archival Administration, Information Science, or a related field and five years of increasingly responsible experience in records or archive management, microfilm activities, or related field including two years of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

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, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.