



City of Venice, Florida Job Announcement No. 1841

Classification Title: Records Manager

Department: (1) City Clerk's Office

Division: Records

Pay Grade: (Non-Bargaining) 503 **FLSA Status:** Exempt

General Statement of Job

Performs professional work of an administrative and technical nature related to records management functions. Plans, directs, and oversees the development, implementation, and maintenance of records management services.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Develops and maintains the records management program to ensure compliance with state and federal laws. Responsible for implementing policies and procedures for managing information from creation to final disposition. Oversees the storage, retrieval, and destruction of paper and electronic records according to laws. Maintains records to provide documentation of the methodical retention and destruction of records.
2. Coordinates the City's records imaging program. Performs technical imaging functions and provides support and assistance to system users.
3. Provides assistance and training on records management policies and procedures to records coordinators and/or record clerks.
4. Researches, coordinates, and complies with records requests to ensure efficient and accurate response of requested materials.

5. Organizes, converts, and integrates records for storage.
6. Responsible for preparing, reviewing, implementing, and managing off-site records storage system(s).
7. Responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations.
8. Evaluates and recommends software systems to support records management.
9. Accurately and legibly prepares and maintains reports, forms and other required documentation.
10. Responsible for staying current with all governing regulations and compliance requirements.

Responsibilities:

Responsible for the efficient, effective and economical operation of Records Management System(s).

Minimum Education and Training

A Bachelor's Degree in Business Administration, Library Science or related field and three (3) years progressively responsible administrative experience.

In addition, the records manager for the Police Department requires experience or demonstrated ability in supervision.

Minimum Qualifications and Standards Required

Skill Requirements:

Extensive knowledge of Florida regulations, codes and statutes used for public records custody, access, and disposition. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Knowledge of records management program development, implementation and electronic document retention systems. Ability to interact with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control. Ability to communicate effectively; complete all forms and reports legibly and accurately; and read/interpret legal and technical documents. Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of -state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current

version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Department.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, reach, lift and carry as required. Requires finger and wrist dexterity and hand/eye coordination to operate standard office equipment. Must have good eyesight and hearing with or without aids; and speak clearly and distinctly. Ability to function in a fast-paced, high-stress environment with multiple priorities. Reasonable accommodations will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed primarily in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or in person) to the Human Resources Department before 4:00 pm on the closing date, which is Friday, March 9, 2018.

SALARY RANGE: **GRADE 503 (this position is classified at-will)**
 \$19.5526-\$30.3066/ HOUR
 \$40,669.41-\$63,037.73/ANNUAL

ACTUAL STARTING SALARY:
 \$19.5526-\$24.9296/ HOUR
 \$40,669.41 - \$51,853.56/ ANNUAL

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer