

Job Class Code: 0292

FLSA Status: Exempt

Pay Basis: Annual (Salary)

EEO Category: 2

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to design, implement, manage and administer a City-wide records management program both in computerized data and hard copy file formats. The class is responsible for managing all requirements, policies, and training used to operate and support the City's Record's Management system. The position serves as the City's Freedom of Information Act (FOIA) Officer. The class works within broad policy and organizational guidelines; reports progress of major activities through periodic conferences and meetings; and develops work methods and sequences under limited supervision.

**TYPICAL TASKS**

- Provides leadership, management, coordination, analysis and design required to develop, support, and maintain an effective City-wide records management program.
- Formulates and oversees the implementation of policies and guidance for recordkeeping in accordance with federal and State laws; evaluates the City's collection, use, storage and maintenance of sensitive personal information.
- Plans, organizes, directs, reviews, coordinates, and establishes controls for all City records activities; coordinates with City departments to ensure records creation, maintenance, use and destruction are in accordance with the City's records program.
- May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Assists in the planning process for all major information systems to ensure that records management functionality appropriate to the records/information assets they support is included in system design; works with Department of Information Technology (DIT) to determine and implement the technology requirements necessary to achieve this functionality.
- Prepares, processes and reviews RM-3 retention and disposal forms.
- Ensures that the records management program meets applicable federal, State, and City regulations considering Association of Records Managers and Administrators (ARMA) and Library of Virginia Records Management guidelines; audits records management policy application throughout the City.
- Maintains storage including posting record changes and ensures archival standards are met.
- Develops and implements records management tools including records inventories, records indexing and records retention and disposition schedules; assists staff with records management issues.
- Prepares retention forms, records management manuals, and other records materials.
- Implements, manages and evaluates the City's Privacy program; develops FOIA training materials for departments and facilitates same.
- Coordinates, assists with and responds to FOIA requests from media and from the public, working in conjunction with the City Attorney and City Manager's Offices, as well as Public Communications; ensures that records are appropriately managed to promote government accountability.
- Conducts training classes in the proper storage and destruction of public records.
- Develops various reports, surveys, questionnaires, presentations, and databases for records management.
- Attends or conducts staff meetings to exchange information; attends in-service training and professional classes, seminars, or conferences to improve professional skills.
- Performs other related duties as assigned.

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; recommends changes to policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate recommended policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical or managerial methods in solution of administrative or technical problems or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, patrons, and others in the general public.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	Knowledge of policies and procedures to include reporting, recordkeeping and other office systems and practices. Knowledge of archiving systems as well as electronic records indexing, storage and retrieval systems. Knowledge of strategic planning principles and leadership techniques.
<b>Skills</b>	Strong computer skills to include Microsoft Office.
<b>Abilities</b>	Ability to establish and implement effective administrative programs. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Ability to communicate complex ideas and proposals effectively. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in accounting, library science, records management or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience including two years of Records and Information Management (RIM) experience.
<b>Special Certifications and Licenses</b>	Certified Records Manager (CRM) or Information Governance Professional (IGP) certification preferred upon hire. Certification must be obtained within three years of employment and maintained throughout tenure in position.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*