

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Leslie Starczewski  
Work Phone: 266-4454
2. Class Title (i.e. payroll title):  
Records Management Program Coordinator (18/7)
3. Working Title (if any):  
Records Management Program Coordinator
4. Name & Class of First-Line Supervisor:  
Paul Kronberger, Information Technology Director  
Work Phone: 266-4202
5. Department, Division & Section:  
Information Technology
6. Work Address:  
210 MLK Jr Blvd, Room 500, Madison WI
7. Hours/Week: 38.75  
Start time: 7:30am      End time: 4:00pm
8. Date of hire in this position:  
9/15/03
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is professional work relative to the development and coordination of the City's records management program and activities. The work involves providing consultation to department records coordinators, managers, and department/division heads in identifying and resolving records management issues, implementing related City and State regulations, and coordinating the dissemination and sharing of information relative to records management. This work is performed under the general supervision of the IT Director and with a high degree of independence and discretion.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

95% A. Records Management

1. Coordinate the Records Management program for the City of Madison. Ensure compliance with public records laws, MGO 3.70 and APM 3-6. Recommend updates to the ordinance and APM as needed.
2. Develop and maintain the City of Madison General Records Schedule. Assist City agencies with determining appropriate dispositions for records and process Record Disposition Authorizations through the PRB.
3. Assess and resolve individual or systemic issues related to the City's records management program policies and processes.
4. Meet with agency staff, managers, and department/division heads.
5. Provide leadership and assistance to the agency Records Coordinators/Custodians community. Provide or coordinate training as needed.
6. Provide city-wide training in Records Management in conjunction with the City Attorney's Office.
7. Liaison with the State Records Center and the Wisconsin State Historical Society.
8. Serve on the Public Records Board - Records Officer Council.
9. Attend the Public Records Board (PRB) and Records Management Subcommittee meetings.
10. Coordinate the State Records Center Destruction/Transfer process for all agencies.
11. Authorize access to the State Records Center (SRC) website for new agency records custodians and provide training as needed.
12. Represent the City of Madison IT Director and Records Management System with issues relating to the PRB, State Records Center, and State Historical Society.
13. Act as Records Custodian for City IT. Coordinate open records request processes and procedures.
14. Participate in the transformation of agency records management processes to address the challenges posed by electronic records.
  - a. Assist in the development of electronic document management policies and procedures with respect to established records retention and disposition schedules.
  - b. Ensure compliance with Wisconsin Department of Administration Chapter Adm 12 requirements regarding electronic records storage.
  - c. Serve as a technical resource relative to the development or acquisition of applications when appropriate, and participate in the planning process to ensure that records management functionality is supported.
  - d. Work with IT project managers to develop disposition of electronic records processes and procedures.

5% B. Administrative Responsibilities

1. Include racial equity and social justice considerations in projects and initiatives.
2. Perform a variety of research-related activities by extracting situational information from records, or by developing and implementing various survey or statistical reporting systems.
3. Draft resolutions as requested and process through Legistar.
4. Participate in special or team projects as assigned by the IT Director.

12. Primary knowledge, skills and abilities required:

Knowledge of and skill in accepted principles, theories, and best practices of records management and data collection for manual and automated systems. Working knowledge of business administration principles and procedures. Knowledge of office practices and procedures. Ability to collect, analyze, and summarize data. Ability to develop and implement operating procedures. Ability to compose and write analysis, reports, and correspondence. Ability to work independently or as part of a team to effectively meet established objectives. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. Ability to maintain confidentiality with

access to sensitive information and correspondence. Ability to exercise judgment and discretion. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

Reslie Starzewski  
EMPLOYEE

5-8-2017  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

Paul A. Konperga  
SUPERVISOR

5/8/2017  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

