

RECORDS MANAGEMENT COORDINATOR 1-2

CLASS DESCRIPTION

General Responsibilities:

This class series is designed to describe 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 supervision of the Information Technology (IT) Director and with a high degree of independence and discretion.

This series is structured to provide for career progression from Records Management Coordinator 1 to Records Management Coordinator 2, as a function of the employee's career development, but generally at most within two years of starting employment as a Records Management Coordinator 1. Progression from Records Management 1 to Records Management Coordinator 2 is based on increased employee expertise and responsibility, independence of action, and experience with and knowledge of City and State records management laws, rules, regulations, policies and procedures.

Records Management Coordinator 1

This is the entry level of the Records Management Coordinator career progression series. This work is characterized by more structured and/or closely reviewed professional assignments. Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Records Management Coordinator 2

This is the objective level of the Records Management Coordinator career progression series. Employees are expected to independently perform the full range of records management activities. Under general supervision, employees are expected to exercise considerable professional judgment and discretion within established parameters.

Examples of Duties and Responsibilities:

Records Management Coordinator 1

Coordinate the Records Management program for the City of Madison. Ensure compliance with public records laws, Madison General Ordinances and Administrative Procedure Memoranda. Participate in the transformation of agency records management processes to address the challenges posed by electronic records.

Develop and maintain the City of Madison record schedules. Work with City Attorney's Office and City agencies to determine records retention schedules and appropriate disposition. Present and attest to Record Disposition Authorizations before the State Public Records Board (PRB). Coordinate the State Records Center Destruction/Transfer process for all agencies.

Serve as a liaison to the State Records Center (SRC) and the Wisconsin State Historical Society. Serve on the PRB - Records Officer Council. Attend the PRB and Records Management Subcommittee meetings. Represent the City of Madison IT Director and Records Management System with issues relating to the PRB, SRC, and State Historical Society.

Provide leadership and assistance to the agency Records Coordinators/Custodians community. Authorize access to the SRC website for new agency records custodians. Develop training materials and provide or coordinate training as needed.

Act as Records Custodian for the IT Department. Coordinate open records request processes and procedures.

Perform a variety of research-related activities by extracting situational information from records, or by developing and implementing various survey or statistical reporting systems.

Serve on the IT Management Team.

Serve in a backup capacity in the absence of administrative staff. Draft resolutions as requested and process through Legistar.

Perform related work as required.

Records Management Coordinator 2

Perform all work of a Records Management Coordinator 1 with greater professional expertise and independent responsibility for the City's Records Management program and activities.

Assess and resolve individual or systemic issues related to the City's Records Management program policies and processes.

Participate in special or team projects as assigned by the IT Director. Include racial equity and social justice considerations in projects and initiatives.

Recommend updates to MGOs and APMs as needed.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Records Management Coordinator 1

Three years of responsible program administration experience involving manual and automated recordkeeping, including one year of records management experience with direct responsibility for the storing, purging, and maintenance of a comprehensive recordkeeping system. A bachelor's degree in business administration, public administration, paralegal studies or a related field may substitute for two years of the responsible program administration experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Records Management Coordinator 2

Two years of professional records management experience equivalent to that gained as a Records Management Coordinator 1 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Records Management Coordinator 1

Working knowledge of 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. Working knowledge of office practices and procedures. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of Open Records Law in governmental settings. Ability to interpret and apply codes and policies governing records retention. Ability to advise departmental representatives on individual and systematic records management issues. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. 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 present information effectively to individuals and groups. Ability to develop and deliver trainings incorporating principles of adult learning. Ability to work independently or as part of a team to effectively meet established objectives. Ability to maintain confidentiality with access to sensitive information and correspondence. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective working relationships and to promote City-wide participation in the program. Ability to develop and maintain effective working relationships with external governmental agencies. Ability to exercise judgment and initiative with limited supervision. Ability to work effectively with multi-cultural populations. Ability to maintain adequate attendance.

Records Management Coordinator 2

Thorough knowledge of accepted principles, theories, and best practices of records management and data collection for manual and automated systems. Thorough knowledge of business administration principles and procedures. Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of Open Records Law in governmental settings. Ability to interpret and apply codes and policies governing records retention. Ability to advise departmental representatives on individual and systematic records management issues. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. 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 present information effectively to individuals and groups. Ability to develop and deliver trainings incorporating principles of adult learning. Ability to work independently or as part of a team to effectively meet established objectives. Ability to maintain confidentiality with access to sensitive information and correspondence. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective working relationships and to promote City-wide participation in the program. Ability to develop and maintain effective working relationships with external governmental agencies. Ability to exercise judgment and initiative with limited supervision. Ability to work effectively with multi-cultural populations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation needs of the position.

Records Management Coordinator 2

Certification as a Certified Records Analyst (CRA) or Certified Records Manager (CRM) is preferred but not required.

Physical Requirements:

Work is generally performed in an office environment, using standard office equipment, such as a computer, telephone, copier, etc. However, the incumbent will be expected to travel to various City facilities and to off-site meetings, and must have the ability to attend meetings outside of regular business hours.

Department/Division	Comp. Group	Range
Records Management Coordinator 1	18	04
Records Management Coordinator 2	18	06

Approved: _____
 Brad Wirtz
 Human Resources Director

Date