

## **CITY OF CORAL SPRINGS**

### **Classification Description**

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**CLASSIFICATION TITLE:** Records Management Coordinator  
**FUNCTIONAL AREA:** City Clerk's Office

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#### **WORK OBJECTIVE:**

Under direction, the purpose of the position is to administer the records management program of all active and inactive records for all departments within the City. Employees in this classification are responsible for providing administrative support to the City Clerk. Work includes developing and implementing records management policies and procedures to ensure the accuracy and efficiency of data organization for the City.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes, and administers records conversions to electronic format or record management software for the City Clerk's Office and other departments as necessary.
- Manage the City's offsite storage inventory (approximately 4000)
- Records Management Liaison Officer for State archives, Records Management Division.
- Develops and implements record management policies and procedures relative to all aspects of data life cycles within the City's records retention program.
- Ensures rigorous adherence to all record retention schedules as established by the Florida Department of Library and Information Services and responsible for record destruction of all documents and inventory passed retention.
- Trains staff for all Departments in records management software and programs, and policies and procedures as necessary; performs training and presentations on practices and policies of records management.
- Assists other Departments to research and evaluate alternatives for records management equipment, space, storage and supplies; formulates and presents recommendations to appropriate personnel.
- Attends various official meetings to record and transcribes minutes as assigned by City Clerk.
- Acts as back up to agenda preparation and agenda software operation.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

Bachelor's Degree in Business Administration or related field; supplemented by four (4) or more years progressively responsible experience in records management and administration; or an equivalent combination of education, training, and experience. Certified Records Manager preferred or be able to work towards obtaining.

## **Records Management Coordinator**

### **Knowledge, Skills, & Abilities –**

Knowledge of business English and spelling.

Thorough Knowledge of Florida Public Record laws for public agencies.

Ability to understand and follow written and oral instructions.

Ability to read, update, analyze and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to provide records management review and recommend/develop modifications as necessary to ensure accurate and efficient records management software and programming in compliance with all laws established by the Florida Department of Library and Information Services.

Ability to effectively lead a staff comprised of entry level employees engaged in carrying out departmental functions.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines and learn, understand, operate, and train complex records management and agenda software programs.

Ability to establish and maintain effective working relationships with various levels of employment within the City.

Skill in written and oral communications for the effective development and presentation of records management policies, procedures and practices.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.