



## CITY OF LAKEPORT

### DEPUTY CITY CLERK III – RECORDS SUPERVISOR Job Description

#### **DEFINITION**

Under general direction, plans, organizes and oversees the city-wide records management program and document imaging system; is responsible for the daily functions of the City Clerk's Office and performs related work as required.

#### **CLASS CHARACTERISTICS**

Distinguished from the Deputy City Clerk I/II in that the incumbent possesses greater experience and technical understanding of the daily functions of the City Clerk's Office while overseeing the city-wide records management program.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform a variety of complex and specialized program, office administrative and general support assignments for the Administrative Services Department.

Plans, organizes and oversees the city-wide records management program and document imaging system. Assists in budget planning for records management program.

Coordinates records retention, off-site retrieval of records, and destruction of records with city departments, in accordance with legal requirements and records management policies and procedures.

Responds to complex and difficult requests including Public Records Act requests Directs and supervises records and imaging activities.

When assigned, responds to requests of a sensitive and confidential nature, such as subpoenas.

Trains city staff in software use, retrieval procedures, and records management policies and procedures, as needed;

Responsible for daily functions of City Clerk's Office including but not limited to assistance with elections, preparation of agendas and minutes; agenda follow-up; processing ordinances for codification; and processing FPPC filings.

Researches, retrieves, and provides information pertaining to minutes, ordinances, resolutions, and history of the City to citizens, Council, the Mayor, City employees, and other entities; or directs such activity.

Leads and supervises the activities of part-time staff, volunteers or interns assigned to records management.

Attends City Council and Commission meetings, as requested. Attends department meetings, as required. Serves on various committees, as appropriate.

Performs some official duties of the Office of City Clerk in his/her absence; assists others in the performance of related tasks.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, or a related field and three years of increasingly responsible experience coordinating a comprehensive records management program involving the maintenance, retention and disposition of a wide variety of records.

One year of experience in a supervisory or lead capacity is preferred.

### Knowledge, Skills, and Abilities

Knowledge of:

- Principles of records management, organization and administration;
- Modern office procedures, document preparation for optical scanning of records;
- Legal requirements of local, state and federal laws relating to records retention and destruction;
- Computer software used in records management;
- Effective supervisory techniques;
- Customer service principles and practices
- Comprehensive understanding of department functions, devices, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation;
- Uses of automated data or word processing equipment utilized in records systems;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;
- City policies and procedures affecting departmental operations.
- General City operations.

Ability to:

- Analyze, Identify and correct problems in records management;
- Design and develop accurate record keeping systems;
- Work independently and follow through on assignments to ensure accuracy;
- Deal constructively with conflict and develop effective resolutions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality;
- Collect and compile information and data;
- Perform word processing and spreadsheet applications;
- Use proper English grammar and spell correctly;
- Communicate effectively both orally and in writing;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public
- Prepare and edit reports;

- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees and the general public;
- Lift and carry moderate to heavy objects.
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public;
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

Special Requirements

Possession of or ability to obtain a Notary Public Appointment. Receive satisfactory results from a background investigation, physical examination, drug screening and administrative screening which meet the established qualification standards.

**PHYSICAL PROFILE:**

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	
FLSA	Non-Exempt
ADOPTION DATE	07/01/2019
APPROVED BY:	

