



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 504.0

Job Title: **RECORDS MANAGER**

Pay Grade: 25

GENERAL SUMMARY:

Manages, develops and directs city-wide or comprehensive records management activities for the City's legal and business records, including retention, storage, retrieval, security, indexing and dissemination of all documents.

RESPONSIBILITIES:

- Manages the storage, access and preservations of active and historic records and the storage and disposal of inactive and obsolete records.
- Manages and advises staff in records management techniques and procedures, records protection, storage, retrieval, elimination and preservation, and automated records processing applications.
- Directs the work activities, reviews performance and provides training and professional development of staff.
- Develops, maintains and reviews standards and procedures for the filing, indexing, retention, retrieval, storage, dissemination and cataloging of records.
- Prepares reports, memos and correspondence relating to the records management section. Prepares and manages the section's budget.
- Inventories and ensures retention schedules comply with federal, state, local and operational requirements.
- Keeps current of state, federal and local regulations and legal requirements relating to records retention, storage media and admissibility of information.
- Keeps current on technologies affecting records management and implements as appropriate.
- Testifies in legal proceedings about the veracity of the records.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Information Management, Business Administration or a related field.

EXPERIENCE:

Four years of progressively responsible professional experience in records management are required.

Responsible professional records management experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Records Supervisor
Records Manager

Effective: September 2002