



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 504.2

Job Title: **RECORDS SUPERVISOR**

Pay Grade: 18

GENERAL SUMMARY:

Supervises, directs, monitors and maintains records management activities for the City's records, including retention, storage, retrieval, security, indexing and dissemination of all documents.

RESPONSIBILITIES:

- Supervises the receipt, storage, retrieval and disposition of active and inactive records according to established records management policies and procedures; recommends changes to improve efficiency, accessibility, accuracy, etc.
- Keeps current on all legal record keeping requirements relating to records content, records retention, storage media and admissibility of information.
- Prepares and issues responses to requests, in compliance with policies and procedures. Responds to open records requests and subpoenas for records.
- Prepares, reviews and updates various documents, records, statistical reports and correspondence. Assists in preparing annual budget.
- Interfaces with management and personnel on coordinating activities for special projects or studies.
- Supervises, trains and evaluates records management staff.
- May testify in legal proceedings about the veracity of the records.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

Five years of progressively responsible records management experience are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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: October 1990

Revised: January 2003