

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Records Management Specialist**  
Department of the City Clerk

**GENERAL STATEMENT OF JOB**

Under administrative direction, properly stores, maintains, or destroys records for all City Departments and offices, performs research of stored records, and processes City agreements. Performs related work as directed. Reports to the City Clerk.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Establishes standards for efficient management of the creation, utilization, maintenance, retention, preservation and disposition of records.

Develops policies and procedures regarding records retention; assists City employees and officials with records management programs.

Receives, records, indexes and retains city documents and records as required.

Monitors access to records and maintains order of records.

Processes requests for information; receives requests for information from City employees, City officials, and the public.

Researches records for information; responds to inquiries in a timely manner.

Operates and maintains records facility in compliance with federal, state, and local guidelines governing record retention.

Inventories, transfers and stores inactive local government records; maintains inventory of all transferred and stored records; properly marks and stores record boxes; destroys obsolete records as required.

Monitors City agreements/contracts and notifies department of impending agreement expiration.

Compiles agreement details, signatures, exhibits, etc. and distributes information as required.

Maintains official records and public documents of the City, such as Commission agendas and minutes, ordinances and resolutions.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession.

Updates/ advises departments of policies and changes.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine office/administrative duties, including but not limited to answering the telephone, typing reports and correspondence, scanning, copying and filing documents, opening and distributing mail, etc.

Provides notary service as needed.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED with three years of experience in records management training.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Certified Records Manager (CRM) designation highly preferred or must be able to obtain within two years of employment.

Requires ability to obtain a Notary Public within six months of employment.

Requires a valid driver's license.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Records Management Specialist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of record-keeping and records management. Has the ability react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability make sound, educated decisions. Has the ability

to plan and develop daily, short- and long-term goals related to organizational purposes. Has the ability take the initiative to complete the duties of the position with little need for direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability read and interpret complex materials pertaining to the responsibilities of the job. Has the ability establish and maintain accurate and complete records. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, microfilm/fiche scanner and reader, typewriter, copier, calculator and telephone.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs. Has the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Has the ability

assemble and analyze information and make written reports and records in a concise, clear and effective manner.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-30 pounds).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive Visual Display Terminal (VDT) exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Rebecca C Schwicker

City Clerk

3/27/2023

Date