

City Records Management Specialist



(http://agency.governmentjobs.com/boiseid/job_1_jobID=3711785&sharedWindow=0)



APPLY

Salary ⓘ \$19.50 - \$21.50 Hourly

Location ⓘ Boise, ID

Job Type Full Time Regular

Department F and A Admin

Job Number 05923

Closing 10/10/2022 5:00 PM Mountain

DESCRIPTION

BENEFITS

QUESTIONS

Summary Statement

The Office of the City Clerk (<https://www.cityofboise.org/departments/finance-and-administration/city-clerk/>) is currently looking to fill the position of **City Records Management Specialist**. If you're looking for a fulfilling, meaningful career with top-notch benefits we would love for you to join our team.

This position:

- Supports and administers city-wide official public records
- Ensures operational practices
- Works independently and collaboratively with other department staff to ensure compliance according to state and local laws and policies
- Tracks record data through hard copy and computerized database
- Compiles data for records management analysis
- Works independently under general direction

Please submit a resume and cover letter with your completed application.

*To provide a safe and healthy workplace for all City of Boise employees, residents, and community members, new employment offers are contingent upon the applicant providing proof of **up-to-date** COVID-19 vaccination process according to current [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html) (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>) to the City, on a confidential basis, or receiving an exemption from the vaccination requirement as a legally required medical or religious accommodation two weeks prior to the applicant's scheduled start date.*

Essential Functions

Manages the organization, preservation, and protection of City-wide records through the understanding of state and city regulations, and the development of organizational policies, standards and processes and best practices. Develops and documents standard operating procedures (SOPs) and develops knowledge base content for other City-wide users. Oversees paper and electronic records indexed into the electronic content management system and for the City's records management, retrieval, retention and destruction process. Creates, manages, and assists departments with records retention and disposition schedules, document types, taxonomy, and keyword metadata in the records management system. Develops and conducts training for education and outreach in all aspects of City-wide records management. Coordinates with IT to manage user security privileges. Oversees contracts and maintenance for secure and controlled storage facilities. (40%)

Compiles data, prepares statistical and narrative reports, and analyzes records management workflow. Develops and maintains descriptions for all City-wide archive inventory and ensures proper inventory control of archived records. Creates periodic and detailed reports to analyze records workloads, progress and archive inventories. Works to preserve and catalog historical collections and records in coordination with the Arts and History Department. Coordinates with the public and individual departments to retrieve records from the records center and other record management systems. Monitors and balances document tracking. Receives, monitors, processes and analyzes all department and City-wide public information requests. Leads various records-related committees, provides advice and recommendations, and serves as a technical expert on paper and electronic records management issues to ensure City-wide compliance. (20%)

Reconciles the City Clerks' daily deposits, web payments, petty cash, and credit card and cash transactions. Identifies overages or shortages and adjusts accounts accordingly. Enters data into the City's accounting system and deposits funds with the City Treasurer. Works with confidential and sensitive information. (20%)

Provides administrative backup support to Boise City Council and primary support to legislative bodies. Develops, creates, reviews and approves the compilation and distribution of City Council, boards and other commission or agency documentation, agendas, records and publishes minutes, resolutions, and public hearing notices. Gathers appropriate and necessary signatures, records and notifies taxing districts, and generates final executed contracts and documents. (20%)

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Total Percentage = 100%

Requirements

Required Experience, And Training

- 4 years of progressively responsible experience in records management in a lead role
- High school diploma or GED
- Or an equivalent combination of education and/or experience

Level of Knowledge

- General office practices and procedures, filing systems, and office etiquette
- Local, state, and federal records requirements
- Research methods as well as record management and archival collection practices

Required Abilities

- Operate a computer with demonstrated proficiency using contemporary and related database, word processing, and spreadsheet software applications at an appropriate level for efficient job performance
- Extensively use a database for data input and research; interpret laws, ordinances, regulations, rules, and established policies
- Independently investigate and resolve assigned problem
- Determine data requirements to organize and compile information from various sources into concise reporting format
- Work independently to develop and maintain effective working relationships with City employees and the general public
- Communicate effectively in the English language at a level necessary for efficient job performance; maintain confidentiality with sensitive documents or information
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations
- Maintain prompt and regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations
- Individuals must be capable of operating vehicles safely and have an acceptable driving record

Preferred Knowledge, Experience, And Training

- Bachelor's Degree
- 1 year experience in records management
- Or an equivalent combination of education and/or experience
- Experience using records management software
- Knowledge of city governments
- Applicable codes, statutes, and administrative rules

Licensing And Other Requirements

- Valid state-issued driver's license

Special Requirements

Applicants must be able to pass:

- City of Boise background check processes which including a criminal history check and reference checks in accordance with the City of Boise Hiring Process Regulation
- Credit History Check
- Driving Record Check
- Criminal Justice Information System background check (CJIS)

Working Conditions

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Efforts

While performing the duties of this job the employee is occasionally lifting/carrying up to 10 pounds and rarely lifting/carrying up to 20 pounds. Also, the employee is occasionally pushing/pulling up to 10 pounds and rarely pushing/pulling up to 20 pounds. The noise level is frequently moderate. Work includes sensory ability to talk, hear and touch. Work in this position also includes close vision. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions, areas of dust, odors, mist, gases or other airborne matter. Employees are exposed to mechanical hazards. Employees will also drive a vehicle as part of this position.

#CityofBoiseHR

Agency

City of Boise

Address

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Boise, Idaho, 83702

Website

<http://www.cityofboise.org> (<http://www.cityofboise.org>)