

CITY OF LANGLEY
RECORDS MANAGEMENT COORDINATOR

DEPARTMENT: Finance, Administration and Records

REPORTS TO: Clerk-Treasurer

Full time, hourly position responsible for records management for all City records including the Police Department database; general back-up coverage for the Clerk-Treasurer Department and City administrative tasks.

Essential Duties:

- **Develop policies and procedures** required to implement the records management system, in the areas of retention, dissemination, access, storage, and disposition, ensuring adherence to legal requirements, space and other considerations.
- **Create and maintain a complex system of records**, files and other materials, including, computer records and files; short and long-term records storage, retrieval, and retention systems; ordinance and resolution tracking system, records inventory, indexes and cross-indexes.
- **Retrieve files, records, information or other materials upon request**, or as necessary, for both City staff and the public.
- **Develop long-range plans and annual work plans** for records management based on evaluating the manual and automated records systems.
- **Coordinate inter and intra departmental records retention projects**, including presenting system change recommendations to department heads and implementing decisions.
- **Research and attend seminars and meetings** on applicable rules and regulations, maintaining current knowledge of statutes and regulations as well as current and emerging technologies pertaining to public records.
- **Instruct and train City staff on records management** policies; contract compliance and appeal procedures.
- **Provide administrative support to the Police Department** by entering ticket data into the SPILLMAN database system, filing and routing tickets; handle requests for information from insurance companies relative to traffic violations, collect fees for citations, and issue copies of Police Reports.
- **Cross-train to provide general administrative support** for the Clerk/Treasurer Department including, but not limited to; front desk coverage; handling cemetery sales, deeds and records; recorder for City Council meetings and other City meetings, billings and other financial tasks.
- **Operate a variety of office equipment** such as computer terminals, personal computers, typewriters, copiers, microfilm machines and communications equipment.

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Knowledge & Skills:

- Records management, dissemination and public disclosure laws.
- State and local laws and regulations regarding public records.
- Indexing and cross-indexing principles and techniques.
- Financial records maintenance.
- Efficient operation of a computer terminal and personal computer; data entry techniques; various types of storage and retrieval equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Communication and presentation of technical information effectively.

Experience & Education:

- Minimum high school degree; associates degree preferred.
- Two years public sector, or related, records retention, storage and retrieval experience preferred.
- Demonstrated ability to operate storage and retrieval equipment required.
- Experience working with complex, multi-format records systems desired.
- Additional related education, experience and/or on-the-job training the demonstrates knowledge of databases, electronic information storage and retrieval systems, sever/network computer systems, microfilm systems, document scanning systems, optical disc systems, or similar technologies desired.

Other Requirements: Must pass a criminal history background check.

Salary Range: \$14.51 - \$14.74

Benefits: Medical/Dental, WA State Retirement,
Deferred Comp (optional), vacation & sick leave