

CITY OF LANGLEY
RECORDS MANAGEMENT SPECIALIST/DEPUTY CLERK

JOB TITLE: Records Management Specialist/Deputy Clerk 32 hours per week

JOB DESCRIPTION: This position supports and assists the Finance Director/City Clerk's office. This position will have primary responsibility for establishing and maintaining the City's public records systems, both paper and electronic, develops and reviews record retention schedules, fulfills public disclosure requests and provides other clerical and administrative support.

ESSENTIAL DUTIES: Some of the key work activities of the Records Specialist/Deputy Clerk include:

- Uses records keeping expertise and organizational skills to establish development standards and procedures for implementation of a paper/electronic records preservation system and management City-wide including records inventory and indexing consistent with State law and retention schedules.
- Facilitates the development of filing systems and retention and disposal schedules and maintains these systems to meet administrative, legal and financial requirements.
- Draft a records system policy and procedure manual.
- Take action on records to destroy, identify those to be digitized, transfer to the State Archives and/or City archives.
- Fulfills requests for public disclosure.
- Assists in the development of city-wide training materials and assists with conducting training on records management with city staff and administration.
- Provides occasional reception duties, issues receipts, answers phones and other administrative and clerical duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is primarily performed in an indoor setting with extended periods at a computer. Physical effort may be needed to lift and carry office materials, files boxes and supplies.

DESIRED QUALIFICATIONS: Two years of records management experience including knowledge of State laws, regulations and retention schedules for local governments. College degree with major study in archives and record management, business administration, public administration, law or IT or a related field or an equivalent combination of education and experience sufficient to provide for successful performance of the essential elements of the job as listed above. Knowledge of standard office practices and machines.

The City of Langley's recruiting practices are conducted solely on the basis of ability, merit, qualification and competence.

Starting salary range: \$20.00 - \$22.33 per hour DOE **Opening date:** November 6, 2018

To apply, please send a cover letter, resume and a statement of interest to:

Debbie Mahler, Director of Finance/City Clerk
City of Langley
PO Box 366
Langley, WA 98260-0366
clerk@langleywa.org

Applications must be received by November 29, 2018. The City of Langley's recruiting practices are conducted solely on the basis of ability, merit, qualification and competence.