

City of Dallas
Classification Specification

Title:	Records Management Officer	Class Code:	43000
Application:	Career Series	Pay Grade:	K
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Plans, directs and administers the City's Records Management Program to provide for effective controls over the creation, identification, maintenance, retention, and disposition of all City of Dallas records in accordance with state law, City Charter and City Code.

Essential Functions:

1. Prepares, recommends, and submits City-wide records management policies and procedures, retention and disposition schedules for approval by the City Council and the records management policy committee.
2. Inspects City records, and reports to the City Council and City management on the implementation of the records management program and on any irregularities or failure to maintain records in accordance with state law and to ensure that the City creates adequate records as evidence of the City's mission, activities and functions.
3. Serves on the records management policy committee; disseminates information and conducts executive briefings to the City Council, department directors, and the records management policy committee concerning state law and administrative rules relating to City records.
4. Manages a staff responsible for the implementation of the City's records management program.
5. Serves as the City's liaison to the Texas State Library and Archives Commission; reviews and comments on proposed rules and regulations; monitors proposed legislation for review and comment to the City's legislative city attorney on proposed changes to state law and subsequent impact on the City's record keeping requirements.
6. Provides advice and assistance to department directors in all aspects of records management program implementation, including review of departmental policies and procedures and establishment of a disaster recovery plan for departmental records.
7. Appraises evidential and informational value of information contained in city records to determine administrative, legal, audit, or historical value; develops procedures to ensure permanent preservation of historically valuable records.
8. Inspects all city computer-based record keeping systems and certifies to the state the system's statutory compliance.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of principles and procedures of records management and archival administration.

Thorough knowledge of statutes, which apply to the city's record management program.

Knowledge of computerized information systems.

Ability to work independently; identify own projects and plans, and solve problems.

Ability to prepare written policy and procedures statements and manuals.

Ability to analyze departmental records keeping practice, recognize deficiency and recommend solutions.

Ability to communicate ideas effectively orally and in writing.

Ability to supervise others.

Ability to work with all levels of city employees, city officials, state officials and the general public.

Ability to evaluate high technology procurement for automated record keeping systems.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Electronic Record Certification.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.