

MAJOR FUNCTION

This is responsible administrative, supervisory, and semi-technical work facilitating the agency's Records Management Plan via collaboration with department-level records coordinators, operation of an offsite warehouse, coordinating the preparation and archiving of documents into the City's OnBase document management system, and periodic disposal of eligible records. Work requires extensive knowledge of City records and Florida law and codes relative to records retention and public records handling, and mastery of modern office equipment, methods, and techniques for digitizing records. Responsible for maintaining accurate manifests of records stored in the warehouse, maintaining accurate manifests of records disposed, and retrieves physical files from the offsite warehouse facility upon request by a department. Coordinates the GIS mapping of the city-managed public cemeteries. The work is performed under the general supervision of a supervisor and is reviewed through meetings, reports, and achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises subordinates and assigns and coordinates the work of others and performs quality assurance (QA) checks to verify correctness and accuracy of data entry. Identifies documents within the OnBase document management system which are incorrectly or poorly indexed and corrects same. Receives and maintains accurate records of disposal memoranda submitted by City departments evidencing their proper disposal of records upon satisfying applicable retention requirements.

Coordinates with departments wishing to store content in the OnBase system, advises departments on undertaking and completing document conversion projects, and provides training and resources to enable departments to complete such projects. Utilizes imaging equipment and other methods to digitize records and trains and mentors subordinates on these tools and skills.

Prepares and maintains an accurate inventory of hardcopy records stored at the offsite warehouse, identifies records which are eligible for disposal and conducts disposals with the participation of the originating department. Determines the appropriate storage location for records within the offsite warehouse and physically relocates boxes to fit the layout, ensures proper identification of all boxes stored at said facility, and acts as the building superintendent of said structure by ensuring that all preventative and general operational and maintenance tasks are completed. Operates the offsite warehouse in a clean, orderly, and organized manner in substantial adherence to State guidelines.

Other Important Duties

Completes special projects as assigned. Provides customer assistance as needed. Upon request, assists with troubleshooting technological issues with the OnBase system. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the statutes, rules, regulations, policies, and procedures relating to the retention, maintenance, safeguarding, and disposal of public records. Ability to work under pressure within imposed deadlines. Ability to supervise, plan, coordinate and evaluate the work of subordinate personnel in a manner conducive to full performance and high morale. Ability to perform duties with initiative and to exercise competent judgment. Ability to communicate effectively. Ability to compile reports and manifests. Extensive knowledge of imaging system equipment and software, particularly those involving document capture and image cleanup, micrographic equipment, and associated software necessary for successful job performance. Ability to troubleshoot equipment malfunctions and perform first echelon equipment maintenance. Ability to do some heavy lifting.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience that includes records management or operating document imaging equipment. An associate's degree, completion of a two-year vocational school program in a business administration or a related area, or completion of 60 credit hours of college coursework may substitute for the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license is required at the time of appointment for designated positions.

Established: 08-13-81

Revised: 01-18-90

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02-19-10*

02-10-12

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