



## **RECORDS ADMINISTRATOR**

**Occupational Code:** 9197

**Salary Range:** 74I

**Status:** Part-time

**FLSA:** non-exempt

**Established:** 3/98

**Revised:**

Administers all activities of the Citywide Comprehensive Records Management Program including: managing the creation, maintenance, use and disposition of records, filing systems, vital records protection, micrographic systems, and forms management. Develops, writes and updates the City's Records Management Manual. Devise and implements standards and policies concerning records management, relevant sections of Florida's Administrative code governing public records. Provides technical assistance to all City departments, the general public, and researchers in guiding and facilitating access to materials in the City's official records. Oversees periodic audits of records management practices followed by all City offices and departments. Designs and conducts special education programs for City staff. Supervises all records management staff. Reports to the City Clerk and/or Assistant City Clerk.

### **REQUIREMENTS:**

Two years of college in the area of business or public administration, library science, history or a related field and extensive (8 - 12 years) experience in records management with a governmental entity, considerable supervisory experience. Certification in Records Management, Archival Administration or as a Municipal City Clerk is preferred.

OR

Equivalent combination of training and experience.