



RECORDS SYSTEMS SPECIALIST

Occupational Code: 8515

Salary Range: 26U

Status: Unclassified

FLSA: Exempt

Established: 09/94

Revised:

Provides technical assistance involving the analysis and monitoring of the City records and information systems to ensure conformity with established procedures. Analyzes existing filing systems and recommends changes for improved efficiency. Ensures that a public information access system is implemented at the various (NET) Neighborhood Service Centers. Provides training to clerical staff regarding maintenance of the Records Systems. Assists in developing and revising standard operating procedures as they relate to information systems and records management. Participates in establishing a Vital Records Protection Program. Reports to the Archives/Records Administrator.

REQUIREMENTS:

Associate's degree in Computer Science or Information Systems and considerable (2 – 4 years) relevant experience in office and information systems maintenance and record-keeping procedures.

OR

An equivalent combination of training and experience.