

## Records Management Administrator I

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### **DEFINITION**

This is senior level, administrative and specialized technical work involving the development, implementation and coordination of a departmental records program.

Employees of the class will supervise staff involved in records management or related areas such as a library, mail room or in office inventory control. The work involves coordinating and controlling the identification and retention of departmental records and documents and related acquisition, cataloguing and safekeeping.

The incumbent will perform duties with considerable independence under the direction of a supervisor and within the guidelines of City policy and records management procedures. Work is subject to review through program achievement and the extent to which objectives are achieved.

### **TYPICAL DUTIES\***

Develops, implements and maintains inventory, storage, cataloguing and other systems in accordance with current records management practices.

Maintains a complete and current inventory of all departmental records.

Coordinates department retention schedules, including transfer to the Corporate Records Centre, microfilm or disposal.

Recommends organization, format, classification system and file/records equipment.

Presents seminars or records procedures throughout the department.

Coordinates and maintains retention schedules.

Liaises with department employees and Corporate Records Services.

Completes forms, maintains statistics and writes reports.

Maintains index second cross reference systems.

Trains and supervises subordinate staff.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of the methods, techniques and procedures used in the collection, storage and retention of records and documents.

Knowledge of the Federal, Provincial and Municipal rules and regulations of records management.

Ability to plan, design and supervise the work of subordinates.

Ability to develop, maintain and control an effective departmental records management program.

Skill in various storage maintenance techniques.

Ability to effectively communicate, both orally and in writing.

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**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

University graduation in Business Administration, Library Science or a related degree, two (2) years of postgraduate experience in the design, development and implementation of records management systems, and course work in records management; or a two (2) year technology diploma in Business Administration or a related field, four (4) years of post graduate experience in the design, development and implementation of records management systems, and course work in records management.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0539		0540	
Last Updated:	1990-08			
Previous Updates:				
Originated:	1988-05			