

Title: Records Supervisor
PG: 38
Status: Civil Service
Position Reports to: City Clerk
Department: Finance

Class Code: 6063
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Management of the Records Center including storage of inactive and semi-active records and the ultimate disposition of records eligible under State statutes; the management of microfilming by service bureaus of vital and permanent records; the administration of imaging services by the Records Center for City departments; the reference and retrieval of information for City employees; and the implementation of city-wide procedures and controls necessary to effective records management.

ESSENTIAL FUNCTIONS:

1. Oversees accession and entry of records into warehouse storage system.
2. Manages database for search and retrieval of information.
3. Oversees microfilming operations through a service bureau for departments while maintaining archival-quality originals.
4. Oversees imaging operations for the Records Center and assists other departments in managing imaging projects.
5. Processes and disposes of records in accordance with established State of Florida statutes, regulations and procedures.
6. Promotes current records management techniques to assure availability of vital information, compliance with state laws, and cost effective storage.
7. Assists departments in all phases of preparing their records for storage and microfilming.
8. Maintains a checkout system, including periodic follow-up to assure return of records, space allocations and control in warehouse.
9. Prepares retention schedules and destruction forms required by State of Florida statutes for submission and approval by state officials.

ADDITIONAL RESPONSIBILITIES:

1. Provides for the administration of work area, personnel time records, evaluation of clerical employees, purchasing of supplies and equipment and preparation of annual budget.
2. Establishes and maintains security procedures.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the City of Lakeland departmental organization and informational resources.
2. Knowledge of current records management principles and procedures.
3. Skill in database management.
4. Ability to establish and promote effective working relationships with other city departments.
5. Ability to supervise and train clerical employees in the use of less common equipment such as microfilms cameras and film duplicators.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. Requires active work involving heavy lifting of storage boxes (up to fifty pounds) during accession, retrieval and disposal activities.

The job risks exposure to no significant environmental hazards.

Warehouse working conditions involve dim light and extremes of hot and cold temperatures.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years progressively responsible experience in the records management field; familiarity with Florida statutes and Sunshine laws and supervisory skills.
3. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.