

*City of Thousand Oaks -
Employment Opportunity*
- the place to live, WORK, and play!



Filing Deadline: Open Until Filled

RECORDS MANAGEMENT SUPERVISOR

\$5017 - \$6271/Month

City Clerk Department

NOTE: This salary range does not include the 7% City-paid PERS (retirement) contribution. This position will work a 9/80 schedule with every other Friday off. Salary adjustments up to \$7,525 per month are available based on exceptional job performance. The purpose of this recruitment is to establish an eligibility list from which the current vacancy as well as future similar vacancies may be filled over the next six months.

DESCRIPTION: The Records Management Supervisor is responsible for the ongoing development, implementation and enhancement of the citywide records management program both to ensure compliance with all legal requirements and to provide departments with an effective, easy-to-use process for maintaining and accessing information on City operations. Responsibilities include updating and interpreting the records management system; supervising the storage, retrieval and destruction of City records; overseeing the maintenance, preservation and security of vital and archival records; and overseeing the citywide imaging system including content, prioritization of projects, project management, information/document input, quality control, hardware/software maintenance, troubleshooting, annual software licensing as well as coordination with outside scanning vendor. The incumbent exercises considerable independent judgment and problem-solving skills and must be highly skilled in records management concepts and practices.

DUTIES: Supervises, plans, organizes, directs, and evaluates the work and performance of assigned staff, including selection of assigned staff; establishes performance requirements and personal development targets. Maintains, updates and enforces citywide records retention schedule, policies and procedures. Manages citywide on-site and off-site records storage systems, including records filing and retrieval and annual audits of offsite physical file storage for legal retention requirements; reviews storage media to select most cost effective format. Conducts citywide records management audits; coordinates with key records management contacts in City departments to develop and install processes to fully comply with City records management requirements, and in evaluating and recommending appropriate solutions to departmental records management issues and problems; develops, coordinates, and conducts records management training programs including groups and individual sessions on City procedures and imaging systems. Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary. Performs the more technical and complex tasks of the work unit including to create and produce a variety of documents including resolutions, memoranda, budget analyses, proposals for program enhancements, requests for proposals, contracts/agreements, City Council staff reports, and PowerPoint presentations. Maintains current knowledge of new trends and innovations in the field of records management; attends and participates in professional group meetings; participates in professional development activities. Performs related duties as required.

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QUALIFICATIONS: Knowledge of: Principles, practices, methods, techniques, and technology applications relevant to records management; pertinent federal, state, and local laws, codes, and regulations including those relating to retention requirements for a wide variety of documents and image formats; computer applications and capabilities for use in records management programs; micrographics and imaging processes, equipment and quality standards; the general functions of a municipal government and associated record keeping requirements; information storage and retrieval systems; standard office practices and equipment; correct English usage, including spelling, grammar and punctuation; effective safety practices and procedures; and principles and practices of effective supervision. Ability to: Supervise, coordinate, and direct the citywide records management program; select, train, supervise, organize, and review the work of assigned staff involved in a comprehensive citywide records management program; operate a personal computer and other standard office equipment; analyze records management problems, reaching sound conclusions and recommending improved procedures, equipment and facilities; appraise with accuracy the value of and legal requirements regarding City documents; organize work, set priorities and provide support to meet records management needs; exercise sound, independent judgment within established guidelines; maintain information and generate reports utilizing computer equipment; code, file and retrieve a wide variety of materials under a complex, comprehensive records management system; prepare clear, concise and accurate reports and other written correspondence; facilitate and serve on City-wide and cross-functional committees and task forces; and establish and maintain effective working relationships with City staff.

EXPERIENCE AND EDUCATION: A typical way to obtain the knowledge and abilities would be: A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. Six years of responsible records management experience, preferably in a government agency, including one year of lead supervisory responsibility. Certification as a Certified Records Manager (CRM) is highly desirable. A valid class C California driver's license required.

SELECTION PROCESS:

Application Review Board: All applicants must submit clear, concise and complete information regarding their qualifications for the position. Those candidates whose qualifications best meet the City's needs will be invited to participate further.

Appraisal Interview: To evaluate training, experience and personal qualifications.

PLEASE NOTE: Applicants will be notified of their status throughout the selection process via e-mail. Please be sure to include your e-mail address on your application. If your e-mail account is monitored by a spam blocker, please adjust the settings to permit e-mail messages from calopps@toaks.org.

HOW TO APPLY: Electronic applications may be submitted by visiting www.toaks.org and clicking on the "City Jobs" link. **To submit a paper application,** Apply in person or mail to: Human Resources Department, City of Thousand Oaks, 2100 Thousand Oaks Blvd., Thousand Oaks, CA 91362, (805) 449-2144.

Filing Deadline: Apply Immediately – Open Until Filled. First application review in early September. The City application and supplemental application must be received in the Human Resources Department by the filing deadline. Applications will be received until a sufficient number of qualified candidates have applied. Faxed applications/resumes will not be accepted. A resume will not substitute for the City application.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.