



POSITION DESCRIPTION

TITLE: RECORDS AND CONTRACTS COORDINATOR

REPORTS TO: Human Resources Manager

GRADE: 4

FLSA: Non-exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School diploma or equivalent required. Associate's degree or equivalent with an emphasis in Business Administration preferred. Certified Records Manager (CRM) designation from the Institute of Certified Records Managers highly desirable. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of three years experience performing a variety of records management functions, including: organization, implementation and maintenance of an organization-wide records management program; implementation of an automated records imaging and control system; coordination of the collection, indexing, imaging and traceability of documents, and development and implementation of records retention schedules. Knowledge of computer software applications and records retention schedules based on Federal and California legal requirements. Public agency elected official interaction preferred. Proven ability to organize and manage competing priorities; comprehensive ability to effectively utilize a personal computer and peripherals, along with related word processing, spreadsheet programs and customizing specialized software are necessary.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments, general direction, and to review overall work accomplishment; District management to provide a variety of administrative support functions; all other District personnel as required.

EXTERNAL: Interaction with consultants, vendors, government agencies and officials to schedule meetings, coordinate events and assist with problem resolution.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; ability to tolerate periods of continuous sitting; may, on an infrequent basis, assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include maintaining records systems and procedures to facilitate the orderly retention, retrieval and disposition of records. Responsible for implementing and maintaining an organization-wide records management program. The position is also expected to support the General Manager and the District Board of Directors with travel and conference arrangements. Supports the Strategic Plan and Mission Statement by remaining informed and involved, exhibits a willingness to assure successful interactions with District personnel. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required. Must maintain strict confidentiality of privileged information and effectively utilize District resources.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
70%	<p>Develops, implements, and maintains the District Records Management Program, to ensure the proper identification and retention of all District records from creation or receipt, through distribution, use, maintenance and disposition.</p> <ul style="list-style-type: none">• Oversees and coordinates the collection, indexing, imaging, storage and retrieval of documents.• Prepares flow charts and procedures manuals depicting the steps for document control, storage and destruction.• Develops and maintains record retention schedules based on legal, historical, departmental and other requirements.• Coordinates the orderly destruction of expired documents in accordance with approved retention schedules.• Facilitates the access and availability of documents to appropriate parties, while maintaining the security of documents and the records management system.• Proposes space allocation and document storage solutions.• Reviews contracts for completeness, including proper insurance verification, and enters them into the Agreement Tracking System.• Provides records management expertise in the development of a vital records listing.• Compiles and maintains records management system documentation.• Responds to subpoenas and other official requests for records.• Proposes, evaluates, reviews, and implements records management program hardware and software solutions.• Prepares budget and other financial analyses for leases, printing services, other outside services, records management system development, implementation and upgrades including labor resources, hardware and software.• Develops and maintains a strategic records management plan.

- Provides records management training for District staff.

20%

Provides other administrative support duties:

- Generates original, clear and concise business correspondence, which may require posting and/or publication.
 - Composes, edits and proofreads correspondence, memos, flyers, agendas, minutes, resolutions, reports, policies and other documents as needed.
 - Schedules and coordinates meetings, appointments and events, conference enrollments, including the completion of event registration and travel arrangements for the General Manager and the Board of Directors. Follows-up routinely.
 - Performs copying, faxing, filing, scanning and other routine administrative tasks.
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NON-ESSENTIAL FUNCTIONS

10%

Performs all related duties as required.