



Public Works Records Administrator

Departments:	Public Works	Pay Grade:	NE-29
Bargaining Unit:	AFSCME Council 2	FLSA Status:	Non-Exempt
Revised Date:	February 2024	Reports To:	Public Works Director

POSITION PURPOSE: Under administrative direction, establishes, formalizes, and maintains records management and archives that account for, and make electronically accessible, all existing documents and drawings for the Public Works Department. Inventories, organizes, and maintains all documents, electronic files, and systems to archive documents in accordance with state and federal laws. In addition, responds to, or supports Public Works staff, in responding to public records requests.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Organizes and maintains project, administrative, and address files for varied divisions of the Public Works department using appropriate manual and computerized indexes and information systems.
- Analyzes, recommends, and implements improvements to records management systems including managing record series, indexes, and inventory control to enable efficient access.
- Manages records in accordance with retention guidelines according to the Washington Secretary of State Common Records Retention Schedule (CORE).
- Assigns retention periods and dispositions of records from schedule to varied records series.
- Researches and references documents for staff and other users.
- Serves as the department subject matter expert in records management and archival for all divisions under Public Works.
- Prepares records for transfer to inactive storage, maintains transfer documentation and indexes, retrieves records when requested, prepares disposition documentation, and arranges disposition.
- Lifts and moves boxes of records between work sites, shelving, and pallets.
- Prepares and scans paper records to electronic format to store in a central document repository with appropriate metadata indexing for the record series type. Reviews files for content, organization, and identification. Assists in the preparation of materials to be archived and transfer to the appropriate storage location or the designated vendor.

JOB DESCRIPTION

Public Works Records Administrator

- Manages relationships with existing consultants under contract that are currently managing file archiving projects.
- Performs research, compiles data, and provides reports using manual and computerized index and filing systems.
- Collaborates with Public Works staff to effectively coordinate and communicate procedures, processes, and policies for archiving documents.
- Coordinates with the Deputy City Clerk and Public Records Officer to comply with internal City policies and State law.
- Performs other related duties as assigned that are within the scope of this position classification.

Required Knowledge of:

- Knowledge of records management and public disclosure laws, regulations, and policies.
- Records management systems, including filing and indexing systems.
- Record-keeping and archiving techniques.
- Active and inactive file storage procedures.
- Imaging and document management software.
- Scanning and other records technologies.
- Complex office practices.
- The organization, function, activities, policies, procedures, and practices of the area of assignment.

Required Skill in:

- Establishing and maintaining records indexes and complex filing systems using the appropriate system for the record series.
- Working in and analyzing a complex records and information environment involving application and interpretation of rules, regulations, and policies.
- Conducting file and document searches in electronic and paper document filing systems.
- Working with technical staff to access records in electronic file formats from various storage systems.
- Working with staff at all levels to apply policies and coordinate records systems.
- Proficiently operate computers, software, and standard office equipment.
- Microsoft Word, Excel, Outlook, Adobe Acrobat Pro, Laserfiche
- Learning new and rapidly changing techniques used in modern records systems, including computer and imaging technologies.
- Working with minimal supervision and independent problem-solving.
- Maintaining a high level of accuracy and attention to detail.

JOB DESCRIPTION

Public Works Records Administrator

- Understand and follow oral and written instructions.
- Communicating effectively verbally and in writing, including customer service.
- Planning and organizing work to meet schedules and time lines.
- Interpreting and applying federal, state, and local policies, laws and regulations related to area of responsibility.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining a work environment free of discrimination, harassment, and retaliation.
- Supporting diversity and multicultural understanding in the workplace.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate degree or equivalent in Records/Information Management, Library Science, Business, or a related field.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Preferred Qualification: Prior clerical experience that includes records management.

Required Licenses or Certifications:

- A valid driver's license is required at time of hire. A State of Washington Driver's License is required within 30 days from date of hire.
- Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office and construction site environments.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and on the telephone.
- Operating a computer keyboard and various tools.
- Reading and understanding a variety of materials.
- Bending at the waist, kneeling, or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks, including the ability to climb a safety ladder and to lift, push, pull, or carry media weighing up to 40 pounds.

Hazards:

- Contact with dissatisfied individuals.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____