

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Deputy City Clerk/Records Management Specialist

Job Code Number: 500

Department: Executive

Grade Number: 13

Division: City Manager/City Clerk

FLSA Status: Exempt

Date: June 26, 2023

Location: City Hall

GENERAL PURPOSE

The general purpose of the Records Management Specialist is to maintain the City's public records systems, both paper and electronic, develop and review record retention schedules, fulfill public disclosure requests and to provide other clerical and administrative support to the City Clerk's office. This position performs a variety of administrative duties, many of which require the use of specialized software and extensive procedural knowledge, such as in the area of Public Record Requests and records management and retention. This position interfaces with the public and City Council, collaborates with City employees and assists with all administration of the standard City Clerk operating policies, procedures, and functions during the absence of the City Clerk.

SUPERVISION RECEIVED

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED

May supervise an Office Assistant and other support staff as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. PUBLIC RECORDS REQUESTS

- In accordance with State law, City regulations, and City policy, analyzes, processes, and responds to public records requests.
- In coordination with the City Attorney's Office, evaluates whether any record or part thereof is exempt from disclosure and ensures redaction and exemption logs are appropriately provided and maintained. Records Management Specialist may draft redaction and exemption logs in coordination with City Attorney's Office.
- Coordinates with City employees and City Council as necessary in document retrieval.
- Keeps updated database of requests in accordance with State law; compiles and submits annual report as required by State law.
- Reviews, develops, updates, and modifies public records procedures periodically; provides public records training to staff and City Council as necessary.

B. RECORDS MANAGEMENT

- Uses records-keeping expertise and organizational skills to develop, administer and oversee the Citywide Records Management Program in compliance with State and local law.
- Reviews, develops, updates, and modifies City records management program periodically. Provides records management training to staff and City Council as necessary.

- Performs file management functions to ensure compliance with public records retention schedules pursuant to RCW 42.56, 40.14 and title 434 WAC.
- Provides for the proper archival and storage of physical and electronic City records at City Hall; manages on-site records storage areas and evaluates ongoing records storage requirements.
- Facilitates the identification, management, and preservation of active, inactive, and archival records to meet administrative, legal and record retention and destruction requirements, taking into consideration available resources.
- Takes action on records to archive, destroy, or transfer records to the State Archives per state requirements.
- As part of records management, reviews and enters all City contracts and agreements into tracking systems to ensure appropriate department personnel are notified of needed actions prior to the contract or insurance expiration. Works with database administrator or other IT personnel to ensure database is updated and capturing information as changes take place.

C. OTHER ESSENTIAL JOB FUNCTIONS

- In the absence of the City Clerk, performs City Clerk duties including functions related to Council meetings, proper meeting notification, agenda preparation, meeting attendance, minute taking, acting as parliamentarian, and ensuring the meeting flows as per the agenda and the Presiding Officer/Mayor.
- Reviews, submits and posts all legal notices for publication in the City's official newspaper and on the City website; receives and processes invoices for payment; files and maintains the affidavits of publication.
- Assists the City Clerk in coordinating or managing a variety of public meetings, including City Council meetings. Duties include assistance in assembling background materials, preparation of agendas, and managing physical and electronic copies of documents for meetings.
- Answers calls and questions from the public, employees, and elected officials.
- Under the direction of the City Clerk and in cooperation with the City Attorney's office, assists in the materials development and annual PRA/Records Management training for all employees.
- Composes and edits correspondence, reports, memoranda, and other material requiring independent discretion and judgment as to content, accuracy, and completeness.
- Oversees the administration of Consultant, Small Public Works, Vendor, and other procurement rosters.

PERIPHERAL DUTIES

- Attends conferences, seminars and workshops related to public records and case law updates, records management and retention, and other functions of a Deputy or City Clerk.
- Administers oath of office to public officials and appropriate staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent, supplemented by two years post-secondary training or course work in archives and records management, office management, secretarial science, business or public administration, or a related field, and

- Three (3) years of increasingly responsible related experience, or an equivalent combination of related education and experience.
- Ability to become a Certified Municipal Clerk within five years of employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of, or the ability to become knowledgeable in the state and local laws and regulations governing the activities of the City Clerk's Office, and in particular the Public Records Act (Chapter 42.56 RCW), the Open Public Meetings Act (Chapter 42.30 RCW), Preservation and Destruction of Public Records (Chapter 40.14 RCW), and Robert's Rules of Order.
- Knowledge of, or the ability to become quickly and thoroughly knowledgeable in the legal requirements pertaining to records destruction and records preservation of permanent and archival records.
- Competency and extensive knowledge in the fields, technology, and policies and procedures of public records, record-keeping, and administration.
- Working knowledge of modern office practices, procedures, equipment and computer use and application.
- Knowledge of general public administration practices and protocol.

Skills and Abilities

- Maintain confidentiality of sensitive materials and information.
- Learn, interpret and apply codes, rules, regulations, policies and procedures.
- Demonstrate considerable organization and analytical skills with the ability to handle simultaneous coordination of a variety of essential, time sensitive, and high priority tasks.
- Demonstrate exceptional attention to detail, good judgment and strict adherence to deadlines.
- Work independently; set priorities and meet critical deadlines.
- Use tact, initiative, prudence and independent judgment.
- Maintain important records and documents.
- Speak in public in a confident, articulate and concise manner.
- Provide excellent customer service by working in a productive, harmonious relation with City Council, City staff, and the general public. Customer service is a crucial value of the City and a willingness to expend extra effort to help the public and staff is expected.

SPECIAL REQUIREMENTS

- Have a valid state driver's license or the ability to obtain one.
- Obtain Municipal Clerk Certification within five years of appointment.

TOOLS AND EQUIPMENT USED

- Personal computer
- Copy machine, scanner
- Public records management software

PHYSICAL DEMANDS

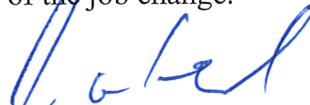
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to walk or have the ability to move from one point to another.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective: June 26, 2023

Revision History: May 13, 2003, Established
October 6, 2015, Updated
August 3, 2022, Updated