

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Deputy Clerk/Records Specialist</b>
<b>Class Code Number</b>	<b>1150</b>
<b>FLSA Designation</b>	<b>Exempt</b>
<b>Pay Grade and Range</b>	<b>28</b>
<b>Effective Date</b>	<b>05/01/15</b>

### General Statement of Duties

Assists in the overall planning, administrating and operating a variety of functions prescribed by the City Charter, Sitka General Code, and state laws. The Deputy Clerk acts as an Assistant Department Head and will assist in the planning, organizing, and directing of the activities and functions of the Municipal Clerk's Office, providing complex administrative support to the Municipal Clerk, and the Municipal Assembly as needed. Serves as the Records Specialist in the implementation of active records systems and retention schedules. Assures proper disposition of records, archiving, scanning and filing of paper and electronic documents. Researches current technologies and products in the marketplace to recommend changes to meet the municipalities record needs. Conducts research to provide input into the design of the Records Management System (RMS) and schedules. Provides record and policy training on RMS. Assists in developing a RMS. Appraise records for inclusion in RMS program. Audits record and retention schedules. Protects the integrity and authenticity of municipal records. Assists in the design of information management systems of records processes into technical requirements. Supports and trains others in the use of technology to accomplish tasks in support of RMS program objectives. Frequent contact with all levels of management. Interfaces with department heads and other staff members for the purpose of obtaining information for record management system requirements and training. Maintains confidentiality.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional and administrative work in support of the Municipal Clerk and the Municipal Assembly. This position will oversee and/or perform a full range of administrative functions (e.g., development and maintenance, and implementation of a comprehensive electronic document and records management program, including legislative history; budget development and monitoring). This position will serve as the Municipal Clerk in their absence. This position aids the Municipal Clerk in the administration of complex records retention, accession and destruction procedures and preserving public records for the future. This person will aid the Clerk in meeting various legal and regulatory requirements regarding the City and Borough's records information management program. This work is performed under the supervision of the Municipal Clerk but considerable leeway is granted for the exercise of independent judgment and initiative. This position functions with a high degree of independent judgment, initiative and discretion. An employee in this class performs the duties of other employees in the capacity of an Assistant Department Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department and city employees, state and federal officials and the public. The

employee should possess strong interpersonal skills at all professional, political and social levels and have a high level of expertise in project planning, analysis, organizational skills, and technical implementation. An employee in this class should be an effective communicator, a decisive, goal-oriented, strategic thinker, and a creative problem solver. The employee should be resourceful, have a willingness to accept diverse work assignments, and have the ability to coordinate numerous small and large projects. The principal duties of this class are performed at a professional level in an upper-level management office environment

#### Examples of Essential Work (Illustrative Only)

- Authors and prepares letters, memos, reports, forms, complex statistical data, (using spreadsheets) and other related documents as requested;
- Researches, issues and prepares findings as needed by the Municipal Clerk
- Assists the Municipal Clerk as needed by maintaining official board/commission/committee memberships;
- Assists in the distribution of semi-monthly Assembly meeting materials to the public and media;
- Assists the Municipal Clerk in providing instructional and clerical support to the boards, commissions, committees as needed;
- Maintains calendars and arranges and publicizes meetings for other public officials when requested;
- Assists in the preparation of the Municipal Clerk's budget;
- Issues and enters purchase orders and receipt materials electronically;
- Hears complaints, takes actions to resolve problems and notifies the affected department heads of situations;
- Assists in the preparation and conduct of municipal and state elections;
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly;
- Keeps Municipal Clerk, and designated others, fully and accurately informed concerning potential problems and advises on what action has been taken;
- Serves as the Municipal Clerk in their absence;
- Performs assigned projects and tasks as designated by the Municipal Clerk;
- Acts as a liaison between the Municipal Clerk and Municipal Assembly and agency or legislative contacts;
- Coordinate and/or participate in interdepartmental teams and committees as assigned;
- Administers oaths of office;
- Performs Notary services;
- Attends meetings, conferences, workshops and training sessions to become, and remain, current on the principals, practices and new developments within this position's areas of responsibility to include specialized training leading to levels of certification;
- Assists in administrating campaign and financial disclosure filings;
- Prepares the agenda and official record of the proceedings of Municipal Assembly meetings in the absence of the Municipal Clerk, requiring attendance at evening meetings;
- Responsible for maintaining the current status of the Sitka General Code;
- Assists in writing and preparing proclamations, resolutions, ordinances, Certificates of Recognition, and Mayor's correspondence when directed;
- Communicates and coordinates regularly with appropriate personnel and the public to maximize the effectiveness and efficiency of the operations and activities of departments;
- Provides expertise on a project or request basis on records issues within the municipality;
- Serves as a project coordinator in the implementation of active records systems and retention schedules;
- Assures proper disposition of records, archiving, scanning and filing of paper and electronic documents;
- Researches current technologies and products in the marketplace to recommend changes to meet the municipalities record needs;
- Conduct research to provide input into the design of the Records Management System (RMS) and schedules;
- Provide record and policy training on RMS;
- Assist in developing a RMS system;
- Appraise records for inclusion in RMS program;

- Audit record and retention schedules;
- Protect the integrity and authenticity of municipal records;
- Assist in the design of information management systems of records processes into technical requirements;
- Support and train others in the use of technology to accomplish tasks in support of RMS program objectives;
- Maintains City and Borough of Sitka manual regarding an automated records indexing system, which ensures effective indexing, storage, retrieval and retention of records;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in a RMS program;
- Keeps the Municipal Clerk informed concerning progress and/or potential problems;
- Fills in for the Administrative Coordinator in his or her absence;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment
- General knowledge of complex analytical studies and interpreting laws and ordinances;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies;
- Ability to build and maintain spreadsheets by developing formulas to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondence and spreadsheets at an executive management level;
- Ability to learn and articulate Municipal policies and Departmental rules, procedures, practices, laws, and objectives;
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law;
- Ability to prepare and present accurate and reliable reports, often containing complex findings and recommendations;
- Computer literate;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Assess records to assign classification metadata;
- Organize, analyze, and interpret information;
- Develop and deliver presentations;
- Implement training strategies and access training quality and feedback;
- Review, research and analyze data;
- Assist in the designing of the Records Management System;
- Accession records according to RMS program procedures;
- Assess records to assign classifications and metadata;
- Identify and document new record series and their lifecycles;
- Review and update existing record series and retention requirements;
- Analyze and identify record characteristics;
- Create concise and comprehensive documentation on review schedule;
- Research and interpret standards, regulations and statutes;

- Appraise and establish records retention periods;
- Conduct and maintain a records inventory;
- Identify and evaluate risks and communicate findings with stakeholders;
- Audit access to records;
- Maintain confidential and sensitive information;
- Assist in maintaining appropriate environmental controls;
- Determine metadata necessary for records retrieval and authentication;
- Maintain sufficient supplies to support whatever technology is being used;
- Fulfill and track Public Records Requests;

### **Acceptable Experience and Training**

Requires the equivalent to graduation from a four-year college or university and/or considerable related public administration or public policy experience, preferably within a municipality. The related experience should include some supervision, understanding of regulatory and legal requirements, records management, complex analytical studies and interpreting laws and ordinances; or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Certified Municipal Clerk preferred.

### **Required Special Qualifications**

- Notary Public
- Valid Alaska Drivers' License

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
  - Ability to lift boxes of files up to 50 lbs.
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
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