



# RANCHO PALOS VERDES

## **ADMINISTRATIVE ANALYST I/II** (RECORDS MANAGEMENT)

The City of Rancho Palos Verdes is currently seeking a qualified individual to assist in designing, implementing and coordinating the City's records management system, including the document imaging and records tracking systems. The ideal candidate will possess previous records management professional experience at the journey level in a municipal government or comparable environment. Strong familiarity with document imaging and working with other departments in establishing records tracking systems is a plus.

Depending upon depth of previous relevant experience, the candidate selected will be hired at either the Administrative Analyst I (\$54,219 - \$70,409 annually) or Administrative Analyst II (\$54,219 - \$81,451 annually) level.

Rancho Palos Verdes offers a comprehensive benefits package including medical & dental insurance, CALPERS retirement 2.5% @ 55, retirement health savings account, and a 9/80 work schedule.

To apply, please go to [www.palosverdes.com/rpv](http://www.palosverdes.com/rpv) and download a City Job Application Form. Follow the instructions and mail it, along with your resume to 30940 Human Resources, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275.

Please note that only mailed applications will be accepted. Emailed and faxed applications/resumes will not be considered. For any questions, please contact Eric Mausser, HR Manager, at 310-544-5331.

### **DEFINITION**

To serve as a staff assistant to the City Clerk to perform a variety of administrative functions; undertake projects; conduct research studies, prepare reports and correspondence and perform specialized staff functions as assigned with a particular emphasis on records management.

**STATUS** Classified

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Clerk. May provide technical supervision to support staff.

### **EXAMPLE OF DUTIES**

Under the supervision of the City Clerk, coordinate records management functions for the

City including records systems management, active & inactive records storage and maintenance, records destruction, document imaging system policies and procedures, disaster preparedness and vital records program development.

Proactively recommend changes to policies, procedures and technology solutions. Ensure all records management policies and procedures are kept current. Interpret Federal, State and other regulations relating to records keeping and destruction requirements and ensure compliance with all regulations, with the assistance of outside experts as required. Design and implement records management data bases to track records locations and contents. Assure records integrity and data security measures are in place and enforced in all media formats.

Draft, edit and prepare staff reports, correspondence, procedural manuals, policy directives and special studies as assigned. Carry out research, conduct studies and surveys, perform technical analyses and prepare reports both analytical and statistical. Compile, evaluate and present statistical and financial data. Confer with City staff and department personnel as appropriate for given assignments. Make recommendations, including methods for implementation related to all aspects of Records Management. Serve in an inter-departmental liaison capacity as assigned. Assist the department director in routine internal management matters. Review, summarize and make recommendations on legislation pertaining to departmental operations.

May direct and oversee the operation and maintenance of the department's computer system, document imaging and records tracking systems. May make oral presentations to the City Council, commission, committees, city staff, community groups, and organizations. May serve on or as staff to inter-department committees or other boards or commissions as assigned. May represent City Clerk as assigned.

Perform other related duties as required.

### **QUALIFICATIONS**

Knowledge of: Theories and practices of public administration and records management. Principles of organization structure, operation of and legal authority for municipal government in California. Administrative theory, standard statistical, research methodology and techniques. Budget preparation and analysis. Principles and practices of records management, filing and indexing methods and document imaging technologies.

Ability to: Prepare logical, objective memoranda, staff reports, studies and correspondence. Research, analyze, interpret, and present data and information in understandable and useable formats and make recommendations when appropriate. Perform independent field and/or documentary research. Interpret and explain city policies and procedures. Establish and maintain effective and professional relationships with co-workers, the public, and various governmental agency and private organizations representatives. Prepare and present effective oral and written reports. Operate document imaging and record management computer systems and equipment. Move boxes weighing up to 25 pounds. Analyze and forecast organizational records storage and access needs in all media formats, and work cooperatively with staff to identify solutions and manage conversion (hard copy to document imaging system). Analyze work procedures and determine automation and other technologies to streamline procedures and aid in the City's effective and efficient operation.

## **EXPERIENCE AND EDUCATION**

The City uses the experience and education described below as general guidelines to evaluate compliance with the qualifications described above. Comparable experience and education is acceptable for meeting the position's minimum qualifications. Specified licenses, certifications and registrations must be held and maintained unless otherwise specified.

Experience: Two years increasingly responsible experience performing administrative, operational or records management duties, preferably in a governmental setting, which would demonstrate an ability to perform the duties.

Education: An Associate's degree in Business, Public Administration or related field, or a combination of education and experience necessary to perform the job.

Licenses, Certificates and Registrations: Valid Class C California Driver's License