



Class Code: 1278

CLASS TITLE | CHIEF RECORDS OFFICER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Effective Date: 07/10/2024

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the advance coordination, management, oversight and compliance of the City's records management, retention, destruction, and archiving activities; supervising staff and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves under the City Clerk's direction as custodian of the City's seal and recordkeeper of all official actions of the Mayor and the City of Tulsa, as defined by State Statute, City Charter, City Ordinances and Executive Orders of the Mayor
- May serve as the City Clerk if appointment by the Mayor
- Leads staff in assigned functions, providing guidance, training and, development and coaching and technical and functional direction, reviewing and monitoring quality of work
- Oversees and facilitates the development and implementation of the city-wide Records Management Plan and other goals, objectives, policies, and priorities related to records management, records retention, open records and archiving across the city
- Oversees the development and implementation of methods, procedures, and guidelines for city-wide records management, retention, destruction, and archiving
- Assures that federal and state reporting conforms to appropriate requirements
- Reviews and analyzes internal control structures
- Investigates and resolves records management and archiving issues and recommends and implements corrective measures to prevent recurrence of these problems
- Leads the Record Retention Committee and coordinates activities with the Office of the Chief Data Officer (OCDO) and the Data Retention Committee
- Obtains and maintains all current licenses and/ or certifications required
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one the following criteria:

- 1) (a) Graduation from high school or possession of a General Education Development (GED) Certificate; **and**,
(b) Thirteen (13) years' experience relevant to the essential tasks and/or the knowledge, skills and abilities listed in this job description; **including**,
(c) Five (5) years' experience in records management or archival work.

OR

- 2) (a) Completion of sixty (60) hours from an accredited college or university; **and**,
(b) Eleven (11) years' experience relevant to the essential tasks and/or the knowledge, skills and abilities listed in this job description; **including**,
(c) Five (5) years' experience in records management or archival work.



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PROGRESSION OPPORTUNITIES

- This position is eligible for a 2.5% increase for possession of the Certified Municipal Clerk (CMC) or Certified Records Analyst (CRA) and employment in the position for one year.
- This position is eligible for an additional 2.5% increase for obtaining the Master Municipal Clerk (MMC) or Certified Records Manager (CRM) and employment in the position for two years.

Knowledge, Abilities and Skills:

Knowledge of:

- Detailed knowledge of charter provisions, ordinances, and state laws governing records management
- Modern principles of employee management and supervision

Ability to:

- Oversee and/or supervise the work of others
- Research, analyze, and make qualified decisions affecting the records and processes
- Analyze and apply legal principles to complex problems
- Maintain organized and detailed focus and coordinate large document review projects with a high degree of accuracy and follow-through
- Operate evolving technology and advanced proficiency in document review software to operate databases and perform records searches
- Exercise good judgment and know when to escalate issues and decisions via appropriate channels
- Think strategically to improve efficiency and reduce potential errors
- Maintain confidentiality and highest ethical and professional standards
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with City officials, staff, outside agencies, and the public

Skill in:

- Effectively communicate both orally and in writing
- Considerable skill in developing and maintaining positive and effective interpersonal relationships

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Notary Public within three (3) months of the hire date; **and**,
- b) Criminal Justice Information Services (CJIS) Security and Privacy Certification within three (3) months of the hire date; **and**,
- c) Government Archives and Records Administration (GARA) Certificate within twenty-four (24) months of the hire date.



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WORKING ENVIRONMENT: The working environment for this set of positions is primarily in an office setting, requires the use of a telephone, and other office equipment; and may be required to work overtime.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative