



CLASS TITLE | RECORDS AND ARCHIVES COORDINATOR

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 1283

Effective Date: 11/20/2024

PAY INCREASE OPPORTUNITIES OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under general direction performs advanced records management and archiving work designing, evaluating, reviewing, recommending, implementing, updating, and maintaining the records management program and preserving, restoring, digitizing, and securing historical records; works under minimal supervision, with extensive latitude for the use of initiative and independent judgment; plays a vital role in supporting the City of Tulsa's records and data management processes and performs other related duties as assigned.

ESSENTIAL TASKS:

- Acts as a lead, coordinating and monitoring work of Records and Archives Assistants and Specialists
- In conjunction with the Chief Records Officer, guides the Record Management Committee
- Acts as the Functional Area Lead (FAL) for the open records system and/or the records management system
- Establishes, amends, tests and implements changes and upgrades to the open records system and/or records management system
- Receives open records requests and coordinates with legal counsel and other employees to gather appropriate records and/or respond in accordance with the City of Tulsa regulations and the Oklahoma Open Records Act; and assigns/re-assigns open record requests to the appropriate Records Custodian
- Performs regular audits of the City's record-keeping practices, including records management systems, document securities and internal controls to identify issues and improvements
- Participates in the development and implementation of goals, objectives, policies, priorities and plans for the management, protection, retention, archiving and disaster recovery of City records.
- Establishes, implements, and administers policy guidelines concerning public access and use of materials
- Conducts city-wide training and develops training materials for records management and archival related processes
- Researches and seeks record and archive related grant opportunities; prepare and submit applications and manage grant awards
- Identifies, codes and manages off-site retention records for proper billing and record retention compliance
- Facilitates the transfer of archival records from other departments and agencies as necessary; prepare accession records
- Obtains and maintains all current licenses and/or certifications required.
- Performs related work as assigned
- 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 of the following criteria:

- 1) (a) Graduation from high school or possession of a General Education Development (GED) Certificate; **and**,
(b) Seven (7) 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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OR

- 2) (a) Completion of sixty (60) hours from an accredited college or university; **and**,
- (b) Five (5) years' experience relevant to the essential tasks and/or the knowledge, skills and abilities listed in this job description, **including**,
- (c) Three (3) years' experience in records management or archival work

PROFICIENCY OPPORTUNITIES

- This position is eligible for a 2.5% increase for possession of the certified Municipal Clerk (CMC), Certified Records Analyst (CRA) or applicable approved data governance certification, as approved by management **and** employment in the position for one year.
- This position is eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the CMC/CRA) for obtaining the Master Municipal Clerk (MMC), Certified Records Manager (CRM) or applicable approved data governance certification, as approved by management **and** employment in the position for two years.

Knowledge, Abilities and Skills:

Knowledge of:

- Detailed knowledge of records management and archival concepts and practices
- Detailed Knowledge of charter provisions, ordinances and state laws governing records management

Ability to:

- Oversee and/or influence the work of others
- Operate evolving technology and advanced proficiency in document review software to operate databases, perform records searches, test functionality and implement changes
- Exercise good judgment and know when to escalate issues and decisions via appropriate channels
- Think strategically to improve efficiency and reduce potential errors
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding
- Maintain confidentiality and the highest ethical and professional standards
- Research, analyze, and evaluate data and information to formulate conclusions
- 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 elected officials, staff, outside agencies, and the public
- Analyze and apply legal principles to complex problems

Skill in:

- Effectively communicate both orally and in writing with a diverse customer base in a courteous and professional manner
- Establishing priorities and organizing work effectively
- Considerable skill in developing and maintaining positive and effective interpersonal relationships



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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, walking and lifting up to 20 pounds on a regular basis, with some tasks requiring lifting up to 60 pounds; 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

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