

RECORDS MANAGEMENT SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible for supervising departmental records clerks in processing departmental records and reports of activities. Incumbent is responsible for managing the operations of records processing, assisting with contract tracking, directing and assigning work to subordinates, and evaluating the work performance of Departmental Records Clerks and other clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, or does any one incumbent necessarily perform all of these duties).

Plans, organizes and directs the activities of the records section of the department with respect to equipment and personnel. Recommends management policies, goals and objectives for the Records Division. Compiles information for use in developing the operating budget for the records section. Recommends the purchase of equipment and supplies, and writes specifications for new equipment to be used by clerical personnel. Oversees, recommends, implements and administers the records management system for the Engineering Administration Building including all changes and additions to the filing systems and associated software. Directs and supervises the work of subordinates assigned to the records section. Provides for the training of employees and technical assistance when needed. Supervises the processing of departmental records and reports and checks them for completeness, accuracy, security and conformity to established procedures. Sets up filing systems, inspects systems and facilities for maintaining records and reports and revises such systems when necessary. Supervises locating and retrieval of information from files and locating missing files. Keeps records on the location of materials disbursed from files. Assists with contract tracking and processing payments Provides for the disposal of obsolete files and records in accordance with departmental and City-Parish procedures. Supervises the preparation of and proofreads documents and transcriptions assigned to the records section.

Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general clerical and records management procedures.

Knowledge of City-Parish records management procedures.

Knowledge of research methods and techniques.

Knowledge of computer hardware/software related to records management.

Ability to communicate effectively orally and in writing.

Ability to manage time and prioritize tasks.

Ability to assign and delegate tasks to staff and manage staff workload effectively.

Ability to supervise small staff of clerks and clerical workers.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school supplemented by college or vocational training in clerical, officer administration, and records management skills and substantial working experience in the records area to be supervised.