



City of Phoenix

RECORDS SUPERVISOR

JOB CODE 01140

Effective Date: 11/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise the central records section of the Engineering Department or the Records Management Division of the City Clerk Department and manage the Citywide form control program. Responsibilities include approving all City forms for use and print, supervising the analysis and classification of all official City records, and ensuring that all records management procedures meet applicable City, State, and Federal legal requirements. Direct supervision is exercised over Records Clerks I, II, and related clerical support staff. Work is received through conferences, reports, and observation and is evaluated by an Administrative Assistant. This class is distinguished from lower-level Records Clerks by the responsibility for Citywide records retention, retrieval, and form control programs, and the complexity of records maintained.

ESSENTIAL FUNCTIONS:

- Supervises and manages the Central File Section of a major department;
- Trains and instructs Records Clerks I and II and clerical support staff to collect, review, compile, and classify information for all official City records for accurate and rapid retrieval;
- Establishes filing system procedures that include card files, folder files, microfilm files, and other files;
- Reviews, adds information, and updates classification indexes;
- Reviews and selects an established system of subject headings as guides for filing documents and materials;
- Reviews information and recommends system and procedures for storage, disposition, and disposal of documents, records, and materials;
- Receives, reviews, and files requests for information from the public made in person, by phone, or in the mail;
- Manages a production print room through supervision of reproduction equipment operators;
- Keeps record drawings of CIP construction and private development in the right-of-way;
- Testifies in legal proceedings about the veracity of documents in the custody of the Engineering and Architectural Services Department;
- Responds to subpoenas for records;
- Maintains regular and reliable attendance.



City of Phoenix

- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- City organization and how it functions.
- Practices and procedures of records management system.
- Modern office practices, procedures, and equipment.
- Microfilming and photographic systems.
- Forms control procedures.
- Laws and ordinances related to the maintenance of official City records.
- Practices and principles of effective supervision.

Ability to:

- Collect and utilized information necessary to create and update a complex filing system.
- Plan, organize, and supervise employees who perform records management duties.
- Make effective supervisory and administrative decisions according to laws, policies, and procedures.
- Move light objects (less than 20 pounds) long distances (more than 20 feet).
- Explain technical information in clear and simple language to non- technical personnel.
- Operate standard office equipment such as keyboard devices, calculators, copy machines, and FAX machines.
- Comprehends and makes inferences from written materials in the English language.
- Communicate orally with customers, clients, the public, and other employees in a face-to-face, one-on-one setting and using a telephone.
- Remain in a standing position for extended periods of time.
- Works cooperatively with other employees and the public.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:



City of Phoenix

Three years of records management experience involving public contact and supervisory duties. Other combinations of education and experience that meet the minimum requirements may be substituted.