

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Compliance Officer – Document Retention &amp; Management</b>	Department:	Controller's office
Requisition Number:	2017150		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$63,161.18 - \$77,197.00 Annually
Date Posted Up:	8-8-17	Date Posted Down:	Until Filled
Time Up:	2:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the Controller, the incumbent oversees the planning, implementation, and tracking of a specific short-term project which has a beginning, an end, and specified deliverables for City departments, including coordinating and maintaining the City-wide official records management program, imaging and records systems, and document retention, storage, and retrieval systems in compliance with local, state and federal document and record standards, retention, and management. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Works with City departments as assigned to identify, plan, lead, and implement key projects to improve City processes;
- Provides Division Directors and Department Heads with project status updates, feedback, and appropriate reporting on key responsibilities and objectives;
- Achieves buy-in from decision makers for the successful application of performance improvement. Creates processes to optimize results;
- Develops, recommends and implements City-wide document management and records retention programs, systems and procedures;
- Establishes standardized City-wide naming methodologies, numbering systems and filing protocols;
- Supervises, oversees and participates in developing procedures for managing the life cycle of paper and electronic documents and records;
- Plans, organizes, implements and maintains departmental document management and control programs, methods, practices and procedures to ensure compliance with all applicable laws and regulations and sound professional guidelines of practice;
- Develops and implements City-wide policies and procedures for document and records management;
- Maintains computerized and manual document and records management systems for the City's official documents and records, including the on-going design, implementation, and management of a City-wide imaging system;
- Participates in the development, implementation, and maintenance of policies and procedures for the recording, indexing, filing, and retrieving of active documents and records and the storage of inactive documents and records;
- Develops a work plan for the documents and records management function and reviews, evaluates, and make recommendations on work products, methods, procedures, and policies;

- Reviews and updates the City-wide records retention schedules including work with outside agencies and staff to inventory documents and records;
- Updates retention schedule to reflect current legal requirements;
- Proposes legal changes to document and records retention and management requirements;
- Provides for and administers the appropriate destruction of documents and records;
- Coordinates the maintenance, retrieval, protection, retention and destruction of all documents and records in accordance with City policy and legal, financial, governmental, and historical requirements;
- Participates in the development of training materials, and assists in the departmental and City-wide training sessions on document and records management related topics;
- Serves as liaison to all departments on document and records management related issues;
- Designs business processes and work flow strategies for the maintenance, access and retrieval of data;
- Defines data rules and relationships, and develops methods for quality control of the document and records management system;
- Evaluates existing program performance and recommends improvements to operational performance and security; administers changes and adjustments to systems as needed;
- Acts as point of contact for the day-to-day operations of the electronic document and records management system;
- Coordinates with IT to troubleshoot and resolve system problems;
- Communicates effectively both orally and in writing.

#### **MARGINAL DUTIES**

- Administrative actions in support of essential duties;
- Performs other duties as required.

#### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

#### **SUPERVISORY RESPONSIBILITIES**

Incumbent supervises one full-time employee and one or two Interns.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in public administration, political science, history, or related field. Master's/professional degree in public administration, law, or related field preferred;
- Two to three years experience in project management and supervisory experience;
- One to two years experience in the development and maintenance of comprehensive document and records management programs and systems
- Experience in records management in a public agency setting is preferred.

#### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Knowledge of project management;

- Specialized knowledge of local, state and federal laws and regulations relating to document and records management;
- Knowledge of generally accepted and commonly used practices and procedures necessary to conduct thorough compliance reviews;
- Ability to write and speak clearly and concisely to write reports;
- Ability to establish and maintain effective working relationships with contractors, staff members, other government agencies and the general public.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

The incumbent will be responsible for conducting any reviews and/or audits necessary to evaluate compliance. The incumbent must have the ability to work with mathematical concepts such as probability and statistical inference, and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

The incumbent must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent makes a substantial contribution to the organization involving non-routine decisions and recommendations based on guidelines and policies. Desired results are indicated. Unusual problems and or deviations from guidelines or practice are discussed at the discretion of the employee. Work is reviewed for soundness of judgment, general technical adequacy, and conformance with practice and policy. Work is broad in scope and of substantial intricacy, involving several variable or considerations with interrelationships that are difficult to ascertain. Individual diagnosis of each situation is necessary to determine if the City is in compliance. Guidelines for performing the duties are generally accepted but are not always clearly applicable. Judgment is needed in selecting the most pertinent guidelines in interpreting precedents and in adapting standard formulas, methods or procedures to fit facts and conditions.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The incumbent must effectively monitor the City's compliance with labor standards and equal opportunity regulations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds. The employee must be able to drive to construction sites and personally visit with labor. The employee must be able to move around construction sites freely in order to personally observe work being done. No specific vision requirements.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.