

Introduced by: Mayor
Date: January 17, 1989
Vote: 13 Yes, 2 No
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 89-8

DELETING THE RECORDS MANAGER POSITION, ADDING A SENIOR RECORDS CLERK POSITION, AND CHANGING THE RECORDS CLERK POSITION FROM PART-TIME TO FULL-TIME

WHEREAS, the records manager position is currently vacant; and

WHEREAS, the borough clerk has determined that management and administrative duties associated with the Records Division can be handled by the Clerk's Office staff; and

WHEREAS, the workload for microfilming and storing/retrieving records has increased to the point where additional work hours are necessary; and

WHEREAS, sufficient funds exist in the current budget and no additional fiscal appropriations will be necessary;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

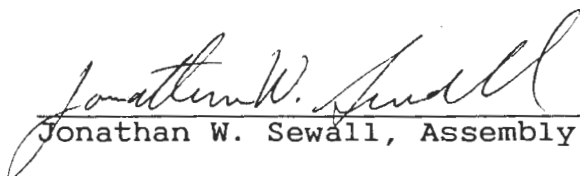
Section 1. That the records manager position is deleted.

Section 2. That the senior records clerk (full-time) is added in the Records Division and the attached job description is approved and incorporated by reference.

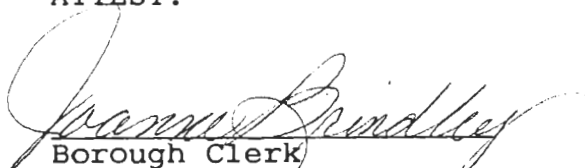
Section 3. That the records clerk is changed from part-time to full-time and the attached revised job description is approved and incorporated by reference.

Section 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 17th DAY OF January, 1989.


Jonathan W. Sewall, Assembly President

ATTEST:


Borough Clerk

Position Description: Senior Records Clerk

Service Type: Classified - Range J

Definition: Under the general direction and supervision of the Borough Clerk or her designee, the Senior Records Clerk is responsible for the storage, retrieval, retention and microfilming of borough and school district records and all related activities as dictated by borough administrative policies.

Minimum Qualifications: High school diploma or GED; at least two years experience in micrographics, indexing and records control; type 45 wpm; ability to lift 50 lbs.; demonstrated ability to operate and maintain various microfilm equipment including but not limited to rotary and planetary cameras, reader and reader/printers for fiche and/or reel film and processing units for wet film and dry diazo.

Responsibilities:

1. Maintains procedures for filming, indexing, filing, use of film targets and all retrieval microfilm systems.
2. Assists in maintaining and implementing the Records Management Reference Guide.
3. Prepares, films, develops, indexes, files and retrieves borough documents.
4. Periodically reviews the security, file classifications, retention schedules, micrographic standards and quality control procedures and suggests changes.
5. Trains users in operation of micro equipment.
6. Processes microfilm for other agencies when appropriate.
7. Performs maintenance and repair on micrographics equipment.
8. Transfers and obtains active and inactive records upon request from borough and school district departments, destroys according to schedule those records no longer useful to the borough.
9. Assists Borough Clerk in preparation of the annual budget for Records Management and carries out routine expenditures of the budget within its limits during the year.
10. Trains and coordinates activities of the Records Clerk.
11. Assists with elections and other functions of the Clerk's Office as required.

12. Keeps current on applicable computer programs and implements changes when necessary.
13. Other related duties as assigned.

Acknowledgement

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

Position Description: Records Clerk

Service Type: Classified - Range H

Definition: Under the general direction and supervision of the Borough Clerk or her designee, the Records Clerk is responsible for the preparation, microfilming, storage and retrieval of borough and school district documents.

Minimum Qualifications: High school diploma or GED; one year's experience with a microfilm rotary camera and other microfilm equipment; type 40 wpm; and ability to lift 50 pounds.

Responsibilities:

1. Prepares and films documents. Develops microfilm as needed.
2. Retains and classifies documents according to established system.
3. Indexes and retrieves microfilm from computer.
4. Transfers and retrieves active and inactive records.
5. Provides reference service with fiche film and paper copies.
6. Maintains production and checkout logs.
7. Performs maintenance and repair on micrographic equipment.
8. Provides assistance to the Clerk's Office as needed.
9. Other related duties as assigned.

Examination: Typing test as required.

Acknowledgement

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____