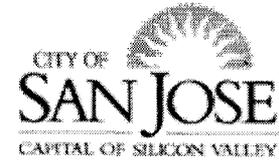


Employment



Public Records Manager (Senior Executive Analyst)

Type of Job: Open to all Applicants

Requisition #: CSJ-2007-0653

Department: City Manager

Open Date: July 23, 2007

Close Date: September 28, 2007

Benefit Level: Full-Time with Benefits

Salary: \$77,104.98 to \$117,789.15 (Annually)

Key Responsibilities

The City of San Jose is looking for a highly motivated individual to administer a uniform Citywide Records Management Program. In consultation and collaboration with the City Clerk, City Attorney's Office and the Information Technology Department, this position will work out of the City Manager's Office to create a program that will be applicable to all City Departments, Council Appointees, Elected Officials and their staff.

The Public Records Manager shall have the following responsibilities:

- Create, maintain and revise policies and procedures related to the City's Records Management Program.
- Provide training to City Departments, Appointees and Elected Officials to ensure a uniform citywide approach to storage of electronic records, records retention (including paper and electronic records), and the timely release of public records.
- Assist City Departments, Appointees and Elected Officials to develop, implement and revise, as necessary, Retention Schedules and other policies that govern the management and release of records and information.
- In consultation with the Information Technology Department, coordinate data management resources within the City to ensure consistency in operations and efficiency in data sharing where appropriate.
- Coordinate Citywide responses to the California Public Records Act requests received by the City including the maintenance of data on the requests regardless of the responding departments.
- In conjunction with the City Attorney's Office and Information Technology, develop procedures for e-discovery.
- Work closely with the Information Technology Department to provide and maintain methodologies for the indexing, storing and accessing of electronic records and information according to appropriate levels of security.
- Assist with the development of Citywide business requirements for an Enterprise Content Management System.
- Assist with the appropriate review of and delivery of City records and information to the public.
- Consult with federal, state, county and other governmental agencies on shared records and information management issues.

Desirable Qualifications

Successful applicants must possess strong organizational skills and exemplary communication skills to interact

effectively with the general public, the City Manager's staff, Departmental staff, Council Members and Council and Mayoral staff and must work well under pressure, meeting frequent deadlines.

The ideal candidate will possess the most desirable combination of training, skills and experience, as demonstrated in past and current employment history. Desirable experience, knowledge and skills for this position include:

- Knowledge and familiarity with the best principles and practices in the field of records management including electronic records management.
- Experience managing a records management program in a large and complex organization.
- Certification in records management.
- Ability to advocate and encourage change management.
- Familiarity with the California Public Records Laws and Sunshine ordinances.
- Knowledge of e-discovery and electronic records technology.
- Ability to understand and quickly identify key issues related to recommendations and decisions, to make recommendations in difficult and complex situations, and to develop consensus.
- Ability to analyze problems, create solutions and motivate others to adopt effective courses of action, and to stimulate and motivate individuals and groups to achieve desired goals.
- Familiarity with municipal functions and processes and how County, State and Federal levels of government affect them.

Minimum Qualifications

Any combination of training and experience equivalent to the following:

1. **Education:** Bachelor's Degree from an accredited college or university.
2. **Experience:** Four (4) years of professional level analytic and/or administrative experience at a level comparable to that of Analyst I/II with the City of San Jose .
3. **Acceptable Substitutions:** One (1) year of additional education above the Baccalaureate Degree level may be substituted for one year of the required management/administrative analytic work.
4. **Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not prepare or file a labor condition application with the Department of Labor.

Application Process

If you are an interested candidate who meets the minimum qualifications, you can be considered for this vacancy by applying online.

If you are currently viewing this announcement online, and you would like to apply using the online application feature, scroll to the bottom of this announcement and click on "**Apply to this Position.**"

If you are not currently online, to find the announcement, go to <http://jobs.cityofsj.org>. Click on "**External Recruitments.**" **Public Records Manager (Sr. Executive Analyst Classification)** to view the job announcement. Click the "**Apply to this Position**" button at the bottom of the job announcement to apply.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application/resume and answers to the job-specific questions. Only those candidates whose backgrounds best match the position will be forwarded to the next phase of the selection process.

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

You will be prompted to answer the following job-specific questions in the online application process:

1. Please summarize your experience in records and information management including but not limited to development of policies and procedures and indexing, storing, and accessing of electronic and paper records. This will serve as your cover letter.
2. Do you possess certification as a Records Managers? If yes, please state the issuing authority.
3. Please describe your understanding of best practices in records management including the challenges and solutions to implementing a records management program in a large and complex organization.
4. Please describe your experience as it relates to California Public Records laws (or other public records laws) as well as Sunshine ordinances.
5. Please describe your experience as it relates to e-discovery and electronic records technology.
6. Please describe your experience and knowledge as it relates to organizational and change management. Include the challenges to implementing a citywide records management program in a large and complex organization, and your approach to overcoming these challenges. Include any experience in relation to document management systems.

If you have any questions regarding the duties for this position, please contact Tom Manheim at (408) 535-8170, or by e-mail at tom.manheim@sanjoseca.gov.

If you have questions, comments or concerns about the recruitment, selection or hiring process, please contact Mike Sung at (408) 975-1453 or by email at mike.sung@sanjoseca.gov.

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Questions, Comments or Feedback can be directed to QHAdmin@sanjoseca.gov

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