

ASSOCIATE PUBLIC RECORDS OFFICER

This class of positions encompasses highly professional archival, library and/or records management work of varying degrees of difficulty and responsibility. All personnel perform related work. There are two Assignment Levels within this class of positions:

Assignment Level I

Under general supervision, with great latitude for the exercise of independent judgment or action, performs responsible supervisory work and/or difficult and responsible work in archival, library and/or records management work, such as the following:

Provides technical service to City agencies on record management and the use of standard nomenclature and establishes indices.

Prepares and reviews reports, schedules and record management surveys of City agencies.

May advise City agencies on archival and records retention systems.

May be called upon to deliver lectures and to organize and engage in research projects.

May select and appraise records, archives, books, journals, or other printed material necessary to maintain integrity of specific collections; may recommend transfer and/or disposal of material to proper facility based on their legal, medical, administrative, fiscal, historical or research value.

May, when necessary, perform the duties of subordinate title.

ASSOCIATE PUBLIC RECORDS OFFICER (continued)

Assignment Level II

Under direction, with very great latitude for the exercise of independent judgment or action, performs highly difficult and responsible supervisory work or highly difficult and responsible work in archival, library and/or records management work, such as the following:

Analyzes operating routines, methods and procedures concerning archival and/or library functions and/or records management. Recommends and/or implements improvements; prepares and supervises preparation of reports, collects statistics and maintains related records.

Supervises and coordinates daily work of subordinates.

Establishes training programs for subordinates.

Plans, schedules and assigns work tasks.

May develop programs and act as a consultant to City agencies in matters of research and/or coordinate orderly accession of materials to proper facilities.

May assist in the implementation of source data automation systems as they relate to specific tasks and functions.

May supervise the arrangement of archival, library materials within prescribed functional or organizational categories (alphabetical, chronological, numerical).

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PUBLIC RECORDS OFFICER
OCCUPATIONAL GROUP [311]

CODE NO. 60217

ASSOCIATE PUBLIC RECORDS OFFICER (continued)

Assignment Level II (continued)

May supervise one or more subordinate Associate or Public Records Officers or serve as a project manager.

May, when necessary, perform the duties described under Assignment Level I.

Qualification Requirements

1. A master's degree from an accredited college in Library Science, Archival Science, American History, Political Science or a related area, plus two years of full-time experience in archival or library science, one year of which must have been in a supervisory capacity of incumbents performing at a professional level; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree from an accredited college and the one year of supervisory experience as described in "1" above.

Direct Lines of Promotion

From: Public Records Officer
(60216)

To: Administrative Public
Records Officer (10041)

(However, possession of a master's degree from an accredited college is required for promotion to Associate Public Records Officer).