

May 16, 2014

**City of St. Charles**  
**Employment Opportunity - Internal/External Posting**

**City Records Division Manager**  
**Full-time**

**Job Description**

This position is responsible for the management of all hard copy, scanned, and electronically generated records for the City. Responsibilities include organizing and maintaining cost-effective and efficient document storage and retrieval systems which include hard copy, scanned, and electronically generated documents; processing Freedom of Information Act (FOIA) and subpoena requests for all City departments (excluding Police); developing, implementing, and enforcing record retention and destruction policies for all City records (excluding Police); working with the Local Records Commission to dispose of City records; initiating and analyzing requests for scanning and shared content projects; ensuring the quality and accessibility of scanned documents; assisting in the implementation and administration of a system for managing unstructured content, such as folders and files on personal and shared drives on the City network; and managing records-related projects using standard project management techniques. This person is an appointed FOIA Officer of the City.

**Requirements**

This position requires a Bachelor's Degree in business administration, public administration, or related subject, a minimum of five (5) years of records management experience, preferably in a legal or governmental organization, and three (3) years of supervisory experience. Working knowledge of current document imaging procedures and practices used in establishing, maintaining, and controlling an extensive computerized records system, along with strong computer skills including e-mail, database activity, word processing, spreadsheets, and scanners is required. The ideal candidate should have excellent organizational and effective interpersonal skills to provide professional customer service and interact with elected and appointed officials, employees, agencies, other governmental units, and the public. Strong written communication skills are also required. Possession of a certificate in Records Management is desirable.

This position requires the ability to lift up to 50 lbs. and to work standing and bending from the waist on a daily basis (see job description for specific physical ability required). Employment is contingent upon passing a post offer background investigation, drug screen, medical exam, and functional capacity evaluation.

**Salary**

Starting pay will be commensurate with experience. Excellent benefit package provided.

**Application Instructions**

**External applicants** - Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by **June 8, 2014**. Complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

**Internal applicants** - Complete the Internal Employment Application and submit it to Human Resources by **4:30 PM on June 6, 2014**. The Internal Employment Application is available on the iNet or from the Human Resources office.

The City of St. Charles is an Equal Opportunity Employer.