



The City of Center Line

Job title	<i>Document Manager and Archivist</i>
Job Classification	<i>Hourly Part-Time</i>
Department	<i>City Manager/Clerk's Office</i>
Reports to	<i>Deputy Clerk</i>

Introduction

The City of Center Line is located in southern Macomb County and has a population of 8,300. The city manager/clerk's office has overall responsibility for all city operations and specific responsibility for the conduct of all elections, clerical functions performed within city hall offices and the department of public works, and other duties assigned by charter or council. In addition the city manager/clerk's office is responsible for all the accounts and records of the city government except those specifically provided by this charter to be kept by other officials

Job purpose

The document manager and archivist will ensure compliance with city document retention policies and all state and federal regulations relating to document retention through the intelligent integration of paper and electronic document storage.

Duties and responsibilities

The document manager and archivist will:

- Conduct an assessment of the city's record management efforts and prepare a report for the city manager/clerk detailing recommended improvements. This report will specifically address the area of electronic document storage and the elimination of paper document generation as well as specific hardware, software, and policy recommendations.
- Assist in the preparation and presentation of the completed report to council
- Work with other members of the manager/clerk's office and department heads to implement the document retention recommendations approved by council.
- Prepare appropriate policies and employee training to allow document retention to continue without the assistance of a specific document manager/archivist.
- Assess historical documents maintained by the city and prepare a plan to ensure their physical protection and electronic accessibility.
- Assist with the fulfillment of Freedom of Information Requests as directed.
- Perform other tasks related to or not related to document archiving as assigned. Center Line is a small city, and it is not uncommon for employees to occasionally be assigned to assist with tasks outside their normal work area.

Qualifications

- Must be able to work with little direct supervision.
- Must be able to conceptualize and implement viable solutions to multifaceted complex problems.
- A relevant bachelor's degree with relevant post-graduate coursework is preferred.
- Experience in document management and document archiving is preferred.
- Must be competent with Windows software in general and Microsoft Office in particular.

Working conditions

Must be able to work an assigned shift of up to 28 hours per week. Will generally work in an office environment, but work will also be performed in document storage rooms in city hall and in the various departments. The latter may entail work

performed in dusty, dirty, hot, or cold locations. Will generally deal with internal customers, but must be able to provide assistance to the public if directed.

Physical requirements

Must be able to bend, stoop, lift, and move heavy packages and records storage boxes weighing up to 50 pounds; stand and walk continuously over an extended period of time.

Direct reports

No employees will directly report to the document manager and archivist but employees may be assigned to assist the document manager and archivist on an ad hoc basis, depending on the need and availability of staff.

Approved by:	<i>John Michrina, City Manager/Clerk</i>
Date approved:	<i>November 12, 2014</i>
Reviewed:	<i>This job description is to be reviewed annually</i>