

Records & Licensing Specialist
City of Bloomington City Clerk's Office

December 15, 2017

This position, Records & Licensing Specialist is open to all City employees and external applicants.

If you would like more information about the position, please contact
Nikita Richards of the Human Resources Department
City of Bloomington Employment Coordinator
E: nrichards@cityblm.org

Resumes will not be accepted via email. You must apply online to be considered

Reports to: City Clerk
Supervisory: No
FLSA Status: Non-exempt
Grade: K-NE
Department: City Clerk

Summary: The Records & Licensing Specialist will develop, recommend, implement manual and/or automated records filing and retrieval systems processes/procedures in a cost-effective manner. This position is the point of contact and processing for licensing and permits, and serves as the Chief Deputy Clerk in the absence of the City Clerk. This position will be performed in compliance with rules and regulations prescribed by the State of Illinois statutes (Open Meetings Act, Freedom of Information Act, and Local Records Act), and City ordinances while providing internal and external customers the maximum service level.

Essential Functions include the following. Other duties may be assigned.

- Creates, updates and maintain the organization retention schedules.
 - Conducts legal research necessary to determine retention values; evaluating and recommending designation of records/information that are considered vital to the organization.
 - Coordinates rotations and creates a secure and protected environment of the records.
 - Prepares City policies and procedures related to records retention and disposition in compliance with state law.¹
 - Maintains and prepares policies and procedures for a citywide inactive records center.
 - Develops and uses a database to track Freedom of Information Act requests as well as prepares and processes responses to these requests.
 - Evaluate user needs based on inventory of records and interviews.
 - Analyzes and maintains applications for disposal of local records.
 - Gather information and prepare monthly departmental reports.
-

- Acts as liaison with Local Records Unit and Records Committee.
- Process, update and maintain all city license applications, invoicing of monthly, quarterly, semiannual and annual billing notices, and prepare deficiency notifications.
- Acts as the Clerk for the Liquor Commission and prepares meeting packet materials for each meeting.
- Act as a Team Leader to other staff persons assigned to handle the organization records.
- Acts as City Clerk in their absence.

Qualifications

To perform this job successfully, an individual must be able to perform all essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1) Education/Experience:

- a. Required: Bachelor's degree including specialized courses in records management, business management or computer technology and four to six years' experience in managing systems or records projects.
- b. High level administrative experience with two years' experience in a City or County Clerk's Office performing in a similar role or any equivalent combination of training and experience.
- c. Required: Experience in project management and project management software tools.
- d. Certified Records Manager (ICRM)
- e. ERM Master (AIIM)
- f. ECM Master (AIIM)

2) General Skill Levels:

Knowledge of:

- RIM industry, vendors, solutions, industry requirements, and professional resources
- Through knowledge of the rules, regulations, policies, and operating procedures for the City Clerk's Office; federal, state, and local laws and ordinances that impact the work of the Clerk's Office including the City Code, City organizational structure and operation including the operating rules and procedures invoked by City council for conducting their meeting; privacy of information laws.
- City government, its functions and operation; governmental agencies, non-profit agencies, and local public resources providing assistance to the public.
- Modern office procedures, methods, office and computer equipment.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping, records management and retention requirements.
- English usage, spelling, grammar, punctuation, and above average proofreading skills.
- Occupational licensing and industry standards related to business regulations

Skills:

- Transcribing correspondence or related materials
- Microsoft Office Software Applications: Word, Excel, Access, PowerPoint, Laser Fishe
- Customer Service and operating and complex office equipment
- Projecting professionalism in spoken and written communication as well as in personal appearance.
- Cash receipting and management, or bank teller operations.
- Demonstrating integrity and ethical behavior in handling confidential materials.

Ability to:

- Perform high level and complex administrative work involving the use of independent judgment and personal initiative.
- Work independently in the absence of supervision.
- Read and understand City ordinances.
- Compile and maintain records.
- Type at 45-55wpm speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Maintain complex records and ensure that records are maintained in conformance with Clerk's Office Requirement and the Local Records Act.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City and other government officials.
- Ability to learn, comprehend and communication City requirements in relation to the City Code, City Clerk's Office Policies and Procedures and Illinois State Statues relating to Open Meeting Law, Freedom of Information Act, and similar statutes.

3) Certificate or Licenses:

- a. Required: Must obtain and maintain as a Notary Public appointment within the first 120 days of employment as a condition of continued employment.
- b. Preferred: Certified Records Manager is preferred.
- c. Preferred: Certified Licensing Official (CLO) or the ability to become a certified within three years of continuous employment. Certified Licensing Official (CLO) through the National Bureau of Revenue and Regulatory Officials is preferred

4) Physical Requirements/Working Conditions: Work is performed in an office environment. The physical demands on this position may include lifting, stooping, reaching, and manipulation of heavy objects. Activities may take place in dusty, moist or humid conditions.