City of Torrance is hiring for:

Records Management Supervisor

$31.28 - $41.92 per hour (Effective 7/1/15)

Our City Clerk's Office is recruiting for a key team member to help shape a department that is embarking on updating systems and integrating automation for improved service delivery. In this highly visible elected office, the Records Management Supervisor will be working under the general direction of the Deputy City Clerk to plan, organize and oversee the city-wide records management program and document imaging system. The major responsibilities for this position will be to coordinate records retention; respond to complex, confidential, and sensitive requests including the Public Records Act requests; and supervise staff. The successful incumbent will be able to develop staff and cultivate a team environment where camaraderie is valued. If this is a fit for your talents, consider a career with the City of Torrance.

Benefits

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee. Employee contributes 7% on a pre-tax basis.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Deferred Compensation Plan.
- Excellent Health, Dental, Vision plans, and Life Insurance
- Flexible spending which provides tax free options for medical, dental and childcare expenses.
- 9/80 work schedule
- Thirteen Paid Holidays
- Tuition Reimbursement Program

Applicants with disabilities who require special testing arrangements must notify the Human Resources office before the examination process.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

How do I Qualify? (Minimum Qualifications)

Any combination of education and experience that is equivalent to:

- Bachelor's degree in public or business administration, or a related field; and three years of increasingly responsible experience coordinating a comprehensive records management program involving the maintenance, retention and disposition of a wide variety of records.
- A valid Notary Public License must be obtained prior to the completion of the probationary period and maintained thereafter.

The IDEAL candidate possesses

- Designation as a Certified Records Manager (CRM) or Certified Municipal Clerk (CMC).
- One year of experience in a supervisory or lead capacity.
- Have solid knowledge of electronic records systems.
- Have experience with document digitization.
- Be highly organized.
- Be a team player.

How to Apply

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/523.htm. The application filing period opens **Monday, June 22, 2015 at 7:30 A.M.** and closes **Friday, July 17, 2015 at 5:30 P.M.**

Candidates who *best* demonstrate that their training and experience meet the City's needs will be invited to the examination process. The examination will consist of the following:

Writing Exercise- weighted 30%
Oral Interview - weighted 70%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

If you have questions regarding this career opportunity, please email Yonnie Parker, Deputy City Clerk, at YParker@TorranceCA.Gov.

Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503

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JC: 15061125 DM

CITY OF TORRANCE
SUPPLEMENTAL APPLICATION FORM
Records Management Supervisor
Job Code 15061125

1. How many years of experience do you have coordinating a comprehensive records management program?
    a. Less than 1 year ____
    b. 1-2 years _____
    c. 2-4 years _____
    d. More than 4 years _____

2. Briefly describe your experience coordinating a comprehensive records management program involving the maintenance, retention and disposition of a wide variety of records. (Be sure to include electronic records systems that you used and the average number of records you coordinate).

3. Do you have a Bachelor's Degree?
    ☐ Yes ☐ No

    3a. If yes, what is your degree in? _____

4. Do you possess a Notary Public license?

    ☐ Yes ☐ No

    4a. If no, are you willing to obtain one?

    ☐ Yes ☐ No

5. Do you possess a Certified Municipal Clerk (CMC) and/or a Certified Records Manager designation?
    ☐ Yes ☐ No

    5a. If yes, please specify:_____

6. Briefly tell us about any experience you have document digitization.

7. Briefly tell us about any experience you have with public records requests or subpoenas.

8. Briefly tell us about your experience leading or supervising.