

Metropolitan King County Council Classification Specification



Position: Legislative Records Manager	FLSA: hourly, overtime eligible
Department: Council Administration	Salary Grade: 24
Council Approved: 07/05/17	Revised: 06/02/17

Summary

The Legislative Records Manager coordinates and provides support to the Metropolitan King County Council by assisting staff in properly retaining paper and electronic records and by responding to public records requests. The Legislative Records Manager is an hourly, at will, overtime eligible classification.

Distinguishing Career Features

The Legislative Records Manager oversees the retention of paper records to the County's Records Center and Archives and of electronic records to the County's electronic records management system (ERMS). The Legislative Records Manager also responds to public records requests.

Essential Duties and Responsibilities

- Design and maintain a system for King County Council records and create a retention schedule.
- Develop, revise and administer archives and records-management internal policies and procedures.
- Serve as the Council's public records officer.
- Receive and ensure that information and responses to public records requests comply with laws and policy.
- Oversee and monitor systems for maintaining records of pending, adopted, or lapsed Council activity and legislation are adequate for computer-aided and manual storage and retrieval.
- Assemble, organize, store, and retrieve Council records for archives.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Working procedural knowledge of applicable laws and regulations governing Council activity and permanent public records
- Basic knowledge of the nature and characteristics of political systems and legislative processes, and local government mandates and programs
- Basic knowledge of principles and practices of civil and administrative law, particularly those relating to municipal governments
- Basic knowledge of County functions, strategies, programs, policies, and related legislative, intergovernmental, and community issues and challenges
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, and specialized databases tools used in records management
- Well-developed knowledge of modern English to prepare and edit reports and other written communications.

- Working human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts

Required Ability

- Carry out the functions of the position.
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- Remain objective with politicians and to properly handle private and confidential communications.
- Present facts and recommendations in a clear, concise, interesting, and logical manner, both orally and in writing.
- Remain calm in a highly visible and often stressful setting, including the ability to respond to Council members, government officials, attorneys, community leaders, and the media on the activities and responsibilities of the office.
- Work varying schedules and travel to remote locations.
- Consistent attendance and punctuality.

Education and Experience

The position typically requires a Bachelor's degree in public administration, political science, business administration, or equivalent discipline and two years of experience in a legal and/or political environment. Additional experience in a legislative environment may substitute for some higher education.