



DOCUMENT MANAGEMENT SPECIALIST

DEPARTMENT: CITY CLERK
GRADE 11

CHARACTERISTICS OF CLASS:

Under direction of the City Clerk, coordinates, schedules and supervises the recording and retrieval of various departmental documents and records using microfilm cameras, film processors, film duplication equipment and hard copy retrieval equipment; provides ECM user assistance and training.

The incumbent will also provide support as document management specialist to the Enterprise Content Management (ECM) Document Management System to digitize City records. The characteristics of class are a blend of Micrographics Tech II and Document Management Specialist. Provide support to the Passport office as a part-time Passport Acceptance Clerk.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Create and manage metadata standards in electronic document management system. Scan and index documents and files for storage in the digital environment of the Enterprise Content Management system (ECM).
2. Cross-index City Commission and Planning and Zoning Board minutes; proofread and summarize; input in computer.
3. Operates, tests and performs general daily maintenance on cameras, processors, copy equipment and readers.
4. Digitizes and processes records; proofs microfilm against original file and/or documents; splices films; indexes films; creates duplicate microfilm for off-site storage.
5. Maintains records of microfilm work performed; maintains other work related records and reports.
6. Maintains inventory of all equipment and supplies.
7. Provides information retrieval.
8. Responsible for the cross-indexing of various City minutes and documents to computer.
9. Write, review, or execute plans for testing new or established document management systems.
10. Search electronic sources, such as databases or repositories, or manual sources for information.
11. Document technical functions and specifications for new content management system.
12. Supervises employees; provide ECM user assistance and training. Trains employees in the use of micrographic equipment.
13. Research Records Requests/Subpoenas and internal requests from various departments.

REQUIREMENTS:

A. Training and Experience:

Minimum Associates degree preferred; supplemented by one (1) year of experience in micrographics; or an equivalent combination of training and experience. Experience/knowledge of Hyland Onbase ECM or similar systems preferred but will train.

B. Knowledge, Abilities and Skills:

Knowledge of archival standards for the microfilming and digitizing of public records and files. Ability to take and pass training as an OnBase Certified Professional required annually.

Knowledge of regulations governing work with documents and proper filing methods of work area assigned. Ability to take and pass training for FRMA (Florida Records Management Association).

Ability to take and pass Passport Acceptance exam.

Knowledge of office procedures and practices.

Ability to maintain security and confidentiality of all documents, records, and other related materials.

Ability to maintain records of microfilm and digital ECM work completed and copies issued or sold.

Ability to understand and follow written and oral instructions.

Ability to pay close attention to detail and to follow an established procedure accurately.

Ability to work with minimal supervision with reliability.

Ability to establish and maintain effective working relationships with superiors, other employees and the public. Skill in the safe and proper operation of microfilm, cameras, processors, copiers, readers and other office machines. Skill in maintaining the collaborative digital environment of an electronic document management system.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 2, 5, 8, 9

Revised 7/5/2022