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# CITY OF WEST HOLLYWOOD

## RECORDS MANAGEMENT OFFICER

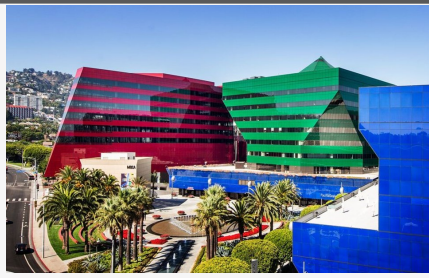
### CITY CLERK DIVISION

**\$7,631.87 - \$9,751.73 monthly, plus excellent benefits!**

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Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District.

The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.



#### CITY BENEFITS

**Apply your skills to the City of West Hollywood's City Clerk's Division.** West Hollywood invests heavily in the people who work to make this a great City. Employees enjoy generous benefits, including: health, dental, and vision coverage for themselves and qualified dependents; flexible medical spending accounts; deferred compensation accounts with City contributions; 10 paid annual holidays; 36 hours of "floating" personal holidays; administrative leave; & generous vacation and sick leaves based on years of service. The City also offers up to \$7,500 per year in tuition for job-related university course work once an employee passes probation.

#### THE OPPORTUNITY

Performs technical and complex administrative functions in a fast-paced environment. This position is responsible for the oversight of a robust records management program which includes:

- Receiving, reviewing and responding to Public Records Requests (approx. 1,100 per year)
- Annual updates to the City's record retention schedule
- Assisting with the oversight of citywide electronic management system—Laserfiche
- Receiving and handling subpoenas, records requests (internal/external), and claims
- Works closely with the City Attorney's Office on preparation of administrative records for litigation
- Certification of documents
- Special projects

#### MINIMUM QUALIFICATIONS REQUIRED

##### **Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school; and, Two to three years of progressively responsible related experience; or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Some supervisory experience desirable.

##### **Licenses and Certifications:**

Records & Information Management (RIM) Certificate Program (Required)

Certified Records Manager (desirable)

**Deadline to submit applications: March 3, 2020, 5PM**

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**Applicants must submit a completed online City job application and supplemental questions by the filing deadline.** To apply and view additional job information please visit [www.weho.org/services/employment](http://www.weho.org/services/employment). If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Duane Cobb at 323.848.6491 or [dcobb@weho.org](mailto:dcobb@weho.org).

