

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 03/13/03
Revised: 07/17/03, 04/06/05, 02/22/17

INFORMATION MANAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Information Management Specialists perform a diverse variety of clerical tasks related to the functions of the City Clerk's Office. The Information Management Specialist is responsible for maintaining office coverage on a daily basis, in a team setting that includes phone and customer service related tasks. In addition, the Information Management Specialist is responsible for preparing, maintaining, distributing and managing official records of the City of Ithaca. The Information Management Specialist also issues a variety of licenses and permits, in accordance with State and local laws and regulations. The Information Management Specialist serves as an information resource for both internal and external customers seeking information regarding City records, functions, and activities. The Information Management Specialist may be required to attend Board of Public Works and/or Common Council meetings to take minutes. The Information Management Specialist may also be granted authority to sign for the City Clerk in his/her absence. The work is performed under the general supervision of the City Clerk, in accordance with established laws, practices and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares, maintains and distributes official City records, including minutes, agendas, ordinances, local laws, etc., in both written format and through electronic media;

Takes, transcribes, edits and distributes minutes for various governmental boards, commissions and agencies, such as Common Council and the Board of Public Works,;

Issues a variety of licenses, including marriage licenses and transcripts, domestic partnership certificates, dog licenses, sporting licenses, bingo licenses, etc.;

Issues a variety of permits, including handicapped parking permits, residential parking permits, permits for the use of the Ithaca Commons, going out of business permits, auctioneer permits, transient merchant permits, etc.;

Provides information regarding City records, functions and activities in person, by mail, by email and over the phone to City staff, community residents and elected officials;

Coordinates records management projects with City departments, focused on preserving archival records, identifying and organizing inactive records, destroying obsolete records, and converting paper records to microfilm, electronic and digital images;

Researches City records for information requests from City staff, community residents and elected officials;

Collects revenues and completes and submits appropriate reports to County and State agencies;

Prepares and maintains a variety of files, such as City contract files, claims against the City, affidavits of publication, FOIL requests, etc.;

Prepares adopted local laws and ordinances for publication and codification; updates and distributes City codebooks;

Performs notary public services;

Provides clerical support for elected officials;

Works with City Clerk, at the time of City elections, to establish polling locations, coordinate voting machine maintenance and delivery, and pay Election Inspectors;

Prepares annual City Roster of boards and committees; maintains a master file of Mayoral appointments;

Administers oaths of office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the current laws, practices and procedures governing the preparation, maintenance, management and distribution of official public records, including through electronic and digital media; good knowledge of office terminology, procedures and equipment; good knowledge of the structure and organization of local government; good knowledge of the New York State Records Retention and Freedom of Information Laws; working knowledge of research methods and techniques; strong organizational, interpersonal, written and verbal communication skills; ability to read and understand complex oral and written directions; ability to establish and maintain effective working relationships with others; ability to deal effectively with the public; ability to plan, assign and supervise the work of interns and temporary employees; ability to handle confidential material; ability to work independently; ability to handle multiple tasks and meet deadlines; ability to successfully work with and serve a diverse local community; a high degree of accuracy; good attention to detail; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited college with a Bachelor's Degree in Records or Information Management, Public or Business Administration, Secretarial Science, Library Science or a related field; or
- B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Records or Information Management, Public or Business Administration, Secretarial Science, Library Science or a related field and two (2) years of full-time paid experience, or its part-time or volunteer equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the preparation or creation of records or minutes; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time or volunteer equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the preparation or creation of records or minutes; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: Candidates must obtain a Notary Public license within one year of appointment and must maintain said license for the duration of employment.