

**RECORDS MANAGEMENT AND SYSTEMS SPECIALIST**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a responsible, non-supervisory position in fire department operations, the primary duties of which include assisting the Fire Chief in the design, implementation, and maintenance of a computerized fire department records management system. The employee of this class works closely with departmental administrative and supervisory personnel to assure that departmental records are kept current and maintained for the purposes of tracking personnel assignments and payroll, equipment, and inventory, and for submitting accurate LFIRS reports to the State Fire Marshal. The Records Management and Systems Specialist enters information and data into the system, and provides technical assistance to others responsible for data entry. The employee of this class serves as the department liaison with other area public safety agencies relative to the communication of records and information. The Records Management and Systems Specialist works under general supervision, reporting to and having work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Fire Chief in designing, implementing, and maintaining a computerized fire department records-management system. Examines and evaluates existing records-management systems in order to develop new or to recommend improvements in systems format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to records-management systems.

Assures that departmental records are kept current and maintained for the purposes of tracking personnel assignments and payroll, equipment, and inventory, and for preparing accurate LFIRS reports. Reviews drafts of records, reports, and forms completed by department personnel prior to entry into the computer system. Transfers data from records, reports and forms from paper files to electronic files. Prepares correspondence, and maintains schedules for department divisions, including fire suppression, fire prevention, and training. Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, and for destroying obsolete or unnecessary records.

Installs, modifies, and makes minor repairs to department computer hardware and software systems and provides technical assistance and

training to system users. Installs or assists department personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design or installation specifications. Loads software such as operating systems, word processing, or spreadsheet programs into computers and sets up computer network. Maintains security of department's licensed software. Prepares written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Instructs users in the use of equipment, software, and manuals. Responds to inquiries concerning problems with systems operation and performs remedial actions to correct problems based on knowledge of system operation.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and state and local agencies. Provides assistance to other public safety agencies during emergencies in order to share information and data. Answers telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Screens visitors to the administrative offices.

Meets with computer hardware and software vendors to review products related to the departmental records-management systems. Makes recommendations for the purchase of computer network equipment and software.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States .

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.