



Records Program Coordinator

Annual Salary: \$94,874- \$117,156

Apply by May 8, 2022

Career Opportunity

Community. Culture. Climate.



About West County Wastewater

WCW is an award-winning wastewater treatment and resource recovery agency that collects and treats wastewater for reuse. We are committed to protecting public health, our community and the environment. West County Wastewater's administrative office and Water Quality & Resource Recovery Plant are located in beautiful Richmond, California where we serve west Contra Costa County.

The district has approximately 34,000 residences and 900 commercial and industrial businesses, with a total population of nearly 104,000. Founded in 1921, today we are transforming our organization and shaping the future of the regional wastewater industry with a team that is dedicated to innovation, progress, collaboration, service and ecofriendly practices. Additionally, we are deeply committed to our community and inspired by the diversity of our employees and the integrity and commitment they bring to our community and to each other every day

This year, West County Wastewater (WCW) is celebrating our 100-year anniversary, and also celebrating our innovative leadership style where we have reimagined our work culture. WCW is committed to maintaining a diverse, equitable and inclusive working environment where new ideas and approaches are encouraged and every person is valued.



About the Position

WCW is seeking a hard-working, creative thinker to fill the role of Records Program Coordinator (Associate Management Analyst). We are looking for a level-headed, resourceful, team player with good instructs and problem-solving skills. The ideal candidate is a self-starter who is detail-oriented, and an excellent communicator who can function with integrity and discretion.

Over the past year, WCW has completed significant record retention projects with a goal of becoming a paper-free organization. In doing so, we're preparing to start a project where paper documents are electronically filed. This will free up space, make for more efficient and safe storage and is environmentally responsible.



The Ideal Candidate

We are looking for someone who is:

- ◇ Adept in technology;
- ◇ Possess excellent verbal and written communication skills;
- ◇ Detail-oriented;
- ◇ Resourceful;
- ◇ Focused;
- ◇ Persistent;
- ◇ Possess good instincts;
- ◇ A problem solver.



WCW's Records Program Coordinator will be a strategic thinking who brings a high level of vision and innovation and thrive in a fast-paced, fluid, and dynamic operational environment. Additional qualities we are looking for in this position are:

Experienced in records management * Professional attitude * Proven track record in maintaining Record Retention Schedules * Experience in writing, updating, maintaining a Records Program Procedures Manual * Ability to recommend policy amendments * Ability to implement new or revised procedures * Skills needed to provide training to staff as it relate to records management



Interested applicants are encouraged to read the complete job description online at <https://www.governmentjobs.com/careers/wc wd>

MINIMUM QUALIFICATIONS

- **Education:** Any combination of course work and training, which would provide an opportunity to acquire the knowledge and abilities listed. Typically, two years of academic course work in public administration, business administration, management, statistical and mathematical research and analysis, accounting, economics, English composition, including general education in business composition, politic science, psychology, human and organizational behavior, or closely related course would provide such skills.
- **Experience:** Work experience, which would provide and opportunity to acquire the knowledge and abilities listed. Typically, three years experience related to general administration, accounting or budgetary analysis, research and statistics, the development of forecasting and trending models, and administration including the preparation of written repots and recommendations, and some leadership experience would provide such skills.
- **License:** Possession of a valid California Class C driver's license and insurability under the District's driving program must always be maintained.

COMPENSATION AND BENEFITS

Salary: \$94,874- \$117,156 Annually

Essential Duties

The following job functions are typical for this position. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- * Plans, organizes, and directs the work of records personnel including training staff, scheduling work, ensuring maintenance of equipment and systems;
- * Create and update the Records Program procedures manual, recommend policy amendments, implement new or revised procedures, and provide training;
- * Manage the off-site records storage vendor's contracted services, serve as the contract manager, verify invoice accuracy, and approve payment;
- * Manage records box transfers to storage, retrievals and returns, shredding services, and requests for file folder labels;
- * Confers with information technology and vendors to develop applications or modify existing ones;
- * Supervises compliance with subpoenas and court orders, reviews requests for information and maintains confidentiality of records and controls release of information to authorized persons or agencies;
- * Researches statues and court decisions to keep abreast of legal requirements;
- * Recommends on policy regarding record collection, maintenance and disclosure issues;
- * Acts as WCW's custodian of records;
- * Interprets application of state and federal statues and regulations pertaining to records;
- * Assists in preparing departmental budget relative to the operation and administrative budget needs of the Records Program;
- * Proposes needed or useful changes to WCW's policy;
- * Prepares statistical reports in accordance with state and federal requirements.



SELECTION PROCESS

Applicants interested in the Records Program Coordinator (Associate Management Analyst) position should apply at <https://www.governmentjobs.com/careers/wc wd>

The recruitment requires a cover letter and resume with the application. Each candidate's background will be evaluated based on information submitted at the time of application.

Qualified candidates will be invited to participate in the next phase of the selection process, which will consist of any or all of the following: oral interview, performance and/or written exercise.

WCW is not responsible for failure of internet access or email transmission in

