



Employees' Retirement Fund
of the City of DALLAS®

Records Operations Liaison Position

SUMMARY DESCRIPTION

Under general supervision of the Deputy Director, manages the Employees' Retirement Fund (ERF) Master File Room; performs routine to complex professional librarian/archivist work involving the selection, organization and reference use of print and non-print materials and resources related to ERF services.

REPRESENTATIVE DUTIES

- Conducts overall inventory of the Master File Room and evaluate customer needs for storage.
- Assists in developing policies and procedures to maintain the master files and provide effective service.
- Assesses user needs, assists them in making effective use of the files, and answers reference questions to include the Open Records Act.
- Organizes and preserves existing ERF archival materials
- Operates and assists with maintenance of computer, microform and other file room equipment.
- Acts as principal liaison with the staff regarding the master file room.
- Makes the recommendation in preparation, monitoring and administration of program budget.
- Prepares a variety of oral and written reports and materials.
- Coordinate the classification and cataloging of file room materials using the Infolinx software.
- Develops and maintains special files and resources, both print and non-print.
- Participates in the development of overall strategic planning for ERF file room systems and services.
- Assess internal and external customer needs and provide accurate reference information.
- Establish and maintain effective working relationships with ERF staff, and members seeking information.
- Prepare clear and concise reports and maintain accurate records and statistics.
- Operate a personal computer and efficiently utilize software programs used by the City of Dallas and ERF.
- Learn new technologies applicable to auditing, archival and public services and operations and implement them in the workplace.
- Contribute to a successful team effort.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate effectively with people from various backgrounds, both individually and in groups.

- Performs related work as required.

Education/Training/Experience: Graduation from an accredited college or university with a Master's Degree in library Science, Master's of Arts in Archival Management, History or accounting and four years' experience in reference, local history, archival or audit management in a public, special or academic library. Alternate education and experience may be a Bachelor's degree in archival management or a related discipline and six years' experience in reference, archival or audit management in a public, special or academic ERF. **Certification with the Institute of Certified Records Managers (ICRM) is preferred but not required.**

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily indoors at ERF facilities. Work setting is formal, team-oriented, having both routine and variable tasks. Work pace and pressure is variable, but frequently fast-paced.

Physical: CONTINUOUS walking; lifting objects weighing up to 10 lbs. From below the waist to above the shoulder level and transporting distances up to 500 yards; fine finger dexterity and light pressure to operate keyboards, calculators, telephones; pinch grasp to hold books, writing materials. FREQUENT standing, sitting, bending and stooping, squatting, reaching above and at shoulder level, pushing/pulling, twisting at waist, upward and downward flexion of neck, side-to-side turning of neck; lifting objects weighing 11-15 lbs. From below the waist to waist level with or without assistance, and transporting distances up to 10 feet. INFREQUENT crawling, balancing above ground, lifting objects weighing 26-50 lbs., with or without assistance, and transporting distances up to 10 feet; strong grasp to lift equipment or boxes of books and other materials.

Communication: VISION (may be correctable) to see computer screens, books and observe customers and situations. HEARING of telephone and personal conversations with customers, fire and security alarms, sound equipment. SPEAKING clearly to converse with customers. WRITING to complete forms and notes to assist customers. Incumbents must occasionally deal with difficult customers in ERF facilities, including impaired persons or people attempting to steal items.

Interested applicants should apply by sending resume and cover letter to detheridge@dallaserf.org.

No phone calls please! Deadline for application is April 15, 2016.