

RESOLUTION NO. CC-2506-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO UPDATE THE POSITION OF RECORDS MANAGEMENT SUPERVISOR

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles for job classifications; and,

WHEREAS, pursuant to Section 2- 3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Class Specifications is hereby amended, as reflected in the attached Exhibit "A" relating to updating the Class Specification for the position of Records Management Supervisor

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2025.

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

Joy A. Ford, City Attorney

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2506-034 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 10th day of June, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Eleanor Manzano, CMC
City Clerk

EXHIBIT A

JOB SPECIFICATION FOR RECORDS MANAGEMENT SUPERVISOR

See attached job specification.

RECORDS MANAGEMENT SUPERVISOR

DEFINITION

Under the direction of the City Clerk, the position is accountable as a team member for performing management level administrative work, planning, organization, and supervision of the Records Management Division of City Clerk department to achieve results in support of the City's mission, goals, policies and objectives.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

This position is accountable as a manager and team member to perform support duties and services including but not limited to:

- Planning, organizing and overseeing the city-wide records management program and document imaging system
- Overseeing and responding to Public Records Request (Public Records Act) and inquiries that are of sensitive, confidential, and complex
- Managing and performing records and imaging activities
- Training city-wide staff in software use and retrieval procedures
- Monitoring expiration dates of documents
- Training city-wide staff on proper policies and procedures to ensure compliance with new and existing laws
- Acting as departmental liaison to vendors for maintenance, performance updates, and document conversion
- Coordinating municipal code codification of all adopted ordinances, procedures for recordation and processing of deeds, easements, and charter amendments
- Attending City Council and Commission meetings as requested
- Assisting with elections, agenda preparation and processing, and notary duties
- Oversight of proper processing and filing of Contracts/Agreements, Resolutions, Ordinances, minutes, agendas and other City documents alike
- Oversight of proper processing of City legal ads for publication in accordance to City policy, procedures, and State and Local Laws
- Coordinate the processing of claims for damages, summonses and subpoenas for the City

- Conducting research and completing administrative reports
- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships and working cooperatively with co-workers, other members of the management team, City staff and the community
- Supervising staff as designated at the discretion of the City Clerk and giving frequent and specific feedback about personnel performance
- Exercising tact, self-restraint and good judgment; taking initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct; acting with courtesy and independent judgment; providing sound decision-making skills and critical thinking to provide professional recommendations, decisions and completed staff work
- Supporting the City's mission, goals, policies and objectives; delivering outstanding internal and external customer service; solving problems and communicating effectively with the public and fellow employees
- Supporting the City's values of: Openness and honesty; integrity and ethics; accountability; responsive and effective customer service; teamwork; excellence; and fiscal responsibility
- Performing other related duties as assigned

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and employee is a member of the Classified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City Council by directing the right combination of people, resources, processes and time to successfully achieve results.

The position requires graduation from an accredited college or university with a bachelor's degree in public administration, business administration or a related field. Designation as a Certified Municipal Clerk (CMC) and/or California Professional Municipal Clerk (CPMC) Designation and/or Certified Records Manager (CRM) is highly desirable. Additional occupationally related work experience may be substituted for the required education on a year-for-year basis up to four (4) years.

The position requires at least three years of increasingly responsible management experience in a city, county, or special district, or comparable business. One year or more experience in a supervisory capacity is highly desirable. Relevant knowledge and experience in some or all of the following areas is preferred: federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, Government Code, Municipal Code and Public Records Act particularly those relevant to records management, and the general functions of municipal government; and records management, imaging and disaster recovery procedures.

The position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical-thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the classification.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.