



UNION JOB DESCRIPTION

TITLE: Lead Maps & Records Coordinator

DEFINITION:

Performs a variety of Maps & Records related duties including assigning, scheduling, and checking daily work under the direction of the manager. Assists in training staff, preparing performance standards and procedures, and representing the section.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Maps & Records Coordinator classification by the increased responsibility for reviewing work and assisting in training and evaluation of the Maps & Records Coordinators. This position is a bid position with the successful candidate selected based on demonstrated knowledge and skills through an interview process.

BASIC RESPONSIBILITIES:

1. Delegates and distributes workload to ensure all deadlines are met.
2. Performs a variety of Maps & Records related duties as assigned.
3. Collaborates with Drafting and GIS Leads to ensure Maps & Records processes are meeting department needs.
4. Assists in personnel evaluations.
5. Effectively reviews work of Maps & Records Coordinators for accuracy and provides feedback on an on-going basis.
6. Maintains the District's electrical plant records and ensures compliance with all District records management policies.
7. Coordinates and ensures the accurate and timely release of construction drawings.
8. Acquires records from various agencies as necessary.
9. Responsible for training Maps and Records Coordinators.
10. Provides relief as warranted in all areas of the Maps & Records unit.
11. Provides training to other District personnel, as necessary, regarding Maps & Records standards.
12. Coordinates necessary field work to clarify electrical plant records including emergency construction.

OTHER RESPONSIBILITIES:

1. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Technical database entry.
- Uniform filing procedures.
- Basic computer skills using various computer applications (i.e., spreadsheet, word processing, etc.).
- Work planning and coordination.
- Training techniques.

Ability to:

- Consistently enter accurate numerical sequences into databases.
- Work well with others, take direction, and be self-motivated.
- Type a minimum of 25 adjusted words per minute.
- Perform assigned duties in field (staking, measuring, surveying, clearing, etc.) as requested.
- Accurately maintain paper records including log books in a timely manner.

MINIMUM QUALIFICATIONS: (continued)

Ability to: (continued)

- Follow established procedures and practices.
- Develop and maintain a team approach within the workgroup.
- Coordinate and plan work flow in Maps & Records.
- Communicate clearly and effectively both orally and in writing.
- Use all the associated reprographic machines.
- Use computer and related software/systems for daily work.
- Use independent and discretionary judgment.
- Be organized and attend to details and accuracy.
- Handle confidential information.

Education/Experience:

- High School diploma or equivalent.
- Three (3) years and six (6) months records management experience.
- As determined by the District, successful completion of:
 - Supervisory skill development courses within three (3) months of employment.
 - Fundamentals of Electricity within six (6) months of employment.

License, Certification and/or Testing:

- Valid Washington State Driver's License.
- Successful completion of a word-processing/keyboarding test at 25 adjusted words per minute.
- Successful completion of an interview process.

PREFERRED QUALIFICATIONS:

- Maps & Records Coordinator levels I, II, and III skills and experience.
- Wide-format reprographic equipment operation.
- Lead and/or supervisory experience.

WORKING CONDITIONS:

- Work is performed primarily in an indoor environment.
- Incumbent must be able to lift and carry boxes, books and papers weighing up to 50 pounds on a daily basis.
- Occasional trips to the field will be required to verify District records and/or equipment, possibly exposing the incumbent to adverse weather conditions, energized equipment, and/or uneven terrain.
- Incumbent may also be exposed to chemicals while maintaining associated reprographic machines.