



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Records Coordinator
DEPARTMENT: City Clerk's Office
DIVISION:
SUPERVISED BY: City Clerk or Deputy City Clerk

JOB SUMMARY/OVERVIEW OF THE POSITION: The Records Coordinator performs specialized administrative and technical work in managing the City's records program, ensuring compliance with state and federal records retention laws, and supporting public access to information. This position is primarily responsible for maintaining official City records, coordinating retention and disposition schedules, and assisting with records requests. In addition, approximately less than 10% of this position's duties include serving as receptionist for City Hall, greeting the public, answering incoming calls, and providing customer service at the front desk. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Coordinates the City's records management program in compliance with the Florida Public Records Law and applicable retention schedules.
- Develops, implements, and maintains procedures for storage, retrieval, retention, and disposition of City records per City Clerk's direction.
- Processes and tracks public records requests; ensures timely and accurate responses.
- Provides training and guidance to staff in records retention and filing practices.
- Maintains and updates the City's electronic records management system; assists with scanning, indexing, and archiving.
- Prepares and maintains records destruction logs; ensures compliance with approved retention schedules.
- Assists the City Clerk with preparation and preservation of official records such as ordinances, resolutions, minutes, and contracts.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of records management principles, laws, and best practices.
- Familiarity with Florida's public records laws (Chapter 119, F.S.) preferred.
- Proficiency with office software (Microsoft Office Suite, records management systems, databases).
- Strong organizational and time-management skills with attention to detail.
- Ability to interpret and apply policies, procedures, and legal requirements.
- Effective oral and written communication skills.
- Ability to handle sensitive or confidential information with discretion.

- Strong customer service and interpersonal skills when interacting with the public and staff.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 35lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.
 - Associate’s degree in business administration, records management, public administration, or related field; or equivalent combination of education, training, and experience, preferred.
- Two (2) years of administrative or records management experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver’s License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale