



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
Records Management Administrator
Administration

Job Purpose: Provides administrative support and financial duties in support of the municipal court system.

- Maintains the City's records and documents of enduring value.
- Oversees the metadata and folder structure incorporated in the electronic document management systems.
- Ensures that Federal, State, and local record retention guidelines are met.
- Writes policies and procedures as needed and updates existing file plan and records management policies and procedures that comply with Federal, State, and local regulations.
- Implements best practices for records storage and retention.
- Provides Records Management guidance to city staff.
- Provides training on Records Management for permanent and temporary records (paper and electronic).
- Performs general administrative duties including answering, returning phone calls, emailing, etc.
- Oversees long-term and temporary storage of a record as authorized by the Public Records Act.
- Oversees the Records Storage Facility and is responsible for approval and destruction of its records.
- Performs general administrative duties including answering, returning phone calls, emailing, etc.
- Assists with the processing and maintenance of official City Council records, minutes, ordinances, resolutions, etc., ensuring appropriate accessibility to the public.
- Assists with special projects as assigned.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Coordinates with departments to gather accurate data, project updates, and background information needed for elected officials' presentations and community communications.
- Prepares professional presentation materials, briefing packets, visual aids, and supporting documents for public meetings, workshops, and special events.
- Maintains a calendar and record of official public appearances, ceremonies, ribbon cuttings, community meetings, and other events involving the Mayor and City Council.
- Documents City Council public activities through written summaries, photographs, event notes, and archival records in accordance with records retention policies.
- Organizes digital files, photographs, videos, speeches, and communications materials related to elected officials for future reference and historical preservation.
- Supports public transparency efforts by ensuring records, communications, and informational content are properly maintained and readily available to the public when appropriate.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Ability to establish good working relationships with community agencies, City Council members, and the general public. Excellent oral and written communication skills. Ability to maintain confidentiality and exercise sound judgement. Must be customer service orientated with strong problem solving skills. Must have strong organizational skills and attention to detail. Must be able to multi-task and meet deadlines. Proficient with Microsoft Office Suite (Word, Excel, and Outlook) and ability to learn department-specific software.

Minimum Qualifications: Bachelor's degree in Public Administration or a related field and at least one to three years related work experience; or any equivalent combination of education and experience that provide the required knowledge, skills, and abilities needed. Must possess a valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150