



ECM Business Administrator

City of Bellevue City Clerk's Office

Salary Range: \$5,823 – \$8,035 Monthly

The ECM Business Administrator is part of the City's Records and Information Management Team and supports efficient, transparent and compliant management of records and information through the use of content management solutions. This position works with IT staff and participates on cross-functional teams to design, implement, and support solutions for managing electronic records. The areas of focus in this position include administering software settings and business rules behind our ECM Environment (SharePoint and Gimmal Compliance Suite), collecting end-user business requirements and supporting end user adoption through change management, training, outreach and support.

Essential duties include:

- Maps end user requirements and program strategy to align processes with the city's ECM solutions, information architecture, records compliance policies, and legal requirements.
 - Develops and facilitates end-user training to support ECM and SharePoint use throughout the organization.
 - Manages the configuration of Gimmal Compliance Suite to meet business rules and records retention requirements.
 - Participates on a variety of project teams, working with the IT project manager to implement and monitor work plans, schedules, and proposals.
 - Consults with departments to determine SharePoint based document management solutions, including custom content types, libraries and sites to increase usability.
 - Performs appropriate system (Gimmal / SharePoint) updates in coordination with the IT systems analyst.
 - Leads enterprise and department level work process improvement projects in alignment with the city's enterprise content management (ECM) system requirements, including documenting current business processes, designing enhancements, and developing updated process maps to deliver process improvements within the ECM system.
 - Facilitates change management by creating and managing communication and support plans, including development of test scripts and scenarios.
 - Develops and maintains strong client relationships at all levels including executive, management, and staff.
 - Tracks program performance measures and makes recommendations for possible improvements.
 - Maintains personal contacts with representatives and individuals across departments internal to the city as well as external contacts such as software vendors, government agencies, and organizations.
- Supervision Received and Exercised:
- Completes complex tasks, combinations of tasks, or functional activities.
 - Provides detailed technical guidance to employees in multifunctional teams.
 - Moderately responsible for decisions and final results, typically affecting an organizational unit.

To apply, visit: <http://www.bellevuewa.gov/jobs.htm>

Position closes September 22, 2015