



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION:

Department/Location	Community and Economic Development Department (CEDD)
Purpose	<p>The incumbent will assist the Management Analyst with the City’s Records Management and Digitization Project which involves researching, scanning, and uploading property records to the City’s Databases. The goal of the Records Management and Digitization Project is to develop a database that provides centralized access to property records and public information to facilitate transparency and knowledge. The incumbent will assist the Management Analyst with other special projects and programs including the Short-Term Rental Licensing Program.</p> <p>The incumbent will receive hands-on training in office procedures and equipment, special programs and database management, basic data mining and analysis, the City’s Records Retention Schedule, Google Drive and Apps, and Ms. Office applications. The incumbent will also gain extensive knowledge of the Community and Economic Department procedures and activities, and the City Government at large.</p>
Duties	<ul style="list-style-type: none">• Research of property records utilizing a variety of sources;• Scanning and uploading property records to City Databases;• Ensuring accuracy of property information on the City’s Databases;• Develop and/or streamline Scope of Procedures (SOP’s) for the City’s Records Digitization project;• Provide clerical and administrative assistance to other CEDD staff members as needed;• Work collaboratively with department staff members in identification and proper documentation of property records.
Requirements	<ul style="list-style-type: none">• The incumbent must be comfortable looking through filing cabinets and boxes that contain old documents
Qualifications/Skills	<ul style="list-style-type: none">• Detail-oriented and self-starter• Ability to independently apply judgement and Records Retention principles to the project
Length of Assignment	<ul style="list-style-type: none">• Must commit to at least 6 months of volunteer service
Time Commitment	<ul style="list-style-type: none">• Must be willing to work at least two 4-hour shifts per week

Shifts Available	<ul style="list-style-type: none">• Morning or afternoon – Any day Monday through Friday
Supervisor	<ul style="list-style-type: none">• Haroon Noori, Management Analyst• Terri Schaeffer, Program Manager

Please return this form to:
Amy Colony, Volunteer Program Coordinator
831-648-3123; acolony@cityofpacificgrove.org