

ASSISTANT RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and directs the activities of one or more program areas (Archives, Records Management or Micrographics/Scanning) of the Records and Archives Center, a division of the Department of Information Technology. Responsibility involves ensuring the proper implementation of standards, in accordance with departmental policies, in a timely and efficient manner and in accordance with professional records management and archival standards, as well as established micrographic/scanning procedures and techniques. Supervision is exercised over a small number of subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, provides direction, schedules, sets priorities, and evaluates the work of subordinates and/or volunteers in one of three program areas: Archives, Records Management or Micrographics/Scanning;

Supervises the daily operations of assigned staff to ensure safe storage and efficient access to records in the Archives or Records Unit;

Works closely with Assistant Records Managers in other program areas to ensure that all records are being retained in a cost effective and legally acceptable manner;

Serves as a liaison to departmental records coordinators to educate them about Archives/Records and to monitor their compliance with County regulations regarding Archival or Records Management;

Develops contracts with, and provides liaison to, vendors who conduct business with program area;

Ensures adherence to established methods and standards;

Monitors and projects space needs;

Maintains accurate and detailed records of unit operations and transactions, including coding, labeling, storage locations, etc.;

Trains staff in proper procedures for handling and processing records;

Oversees compilation of statistics and the incorporation of same into weekly reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other incidental tasks, as needed.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

When Assigned to Archives:

Appraises records to evaluate their archival value and arranges for their transfer to the Archives;

Approves completed finding aids for publications (in paper and electronic form);

Scans archival records both for preservation (backup) and on-line public access;

Writes content and description notes regarding items in the collection;

Monitors environmental conditions in the archival storage area.

When Assigned to Records Management:

Evaluates records to determine whether they have reached the end of their retention period and are eligible for destruction;

Serves as a primary resource for departmental records managers regarding records management issues.

When Assigned to Micrographics:

Manages staff in the unit responsible for imaging both archival and current permanent records;

Operates large and small format scanners and micrographics equipment and trains others in their safe and efficient use;

Oversees the transfer and storage of records sent to off-site storage to ensure safe storage and efficient access when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of record management and archival principles and practices; good knowledge of micrographic/scanning technologies, including imaging and microfilming; knowledge of records management, archival and imaging principles and practices; knowledge of archival appraisal, arrangement, description, preservation and access theories or practices; knowledge of records creation, retention and disposition principles for both paper and electronic formats; ability to appraise, arrange, describe, preserve and provide access to a wide range of archival formats (parchment, paper, photographs, audio-visuals, maps, electronic records, etc.); ability to establish and maintain detailed records; ability to carry out complex assignments from oral or written instructions; ability to plan and supervise the work of subordinates; ability to recognize need for improvement in, or adaptation of, existing systems and effecting changes in them; ability to prioritize projects; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd) functions of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years experience where the primary function of the position was either (a) performing archival, records or micrographic/scanning functions[†] in an Archives, Records Center, museum, library, university or media related business; or (b) involved the review, analysis, and evaluation of records management systems, administrative practices and recommendation of improved methods in an Archives, Records Center, museum, library, university or media related business; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: A Master's Degree* in History, Information Science, Library Science, Business Administration, Public Administration or a closely related field may be substituted for one year of the experience as described in (a) or (b).

†DEFINITION: Archival, records or micrographics functions in this case are defined as maintaining databases relating to disposition of records; assisting in maintaining an archival supply inventory, or performing quality control of images and files; tracking disposition of microfilm production orders and map reproduction orders, or processing orders for the transfer, delivery and/or destruction of records; verifying records to be destroyed; maintaining disposition records of archival transactions; etc.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.