

RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists the Director of Knowledge Management and Archives in establishing goals and priorities for the daily operation of the Records and Archives Center, a division of the Department of Information Technology. Work involves ensuring that new and established policies and procedures are implemented in an efficient and timely manner, and that work is performed in accordance with professional Records Management and Archival standards. The incumbent is also responsible for developing programmatic standards for the various units (Archives, Records Management, and Micrographics) in the Center to ensure the efficiency and consistency of services to both County agencies and the public. Supervision is exercised over a small number of professional, clerical and volunteer staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and provides direction to Assistant Records Managers who are responsible for directing program areas (Archives, Records Management or Micrographics), ensuring that programmatic standards as well as established policies and procedures are implemented in an efficient and consistent manner;

Assists in developing policies and procedures that ensure the proper management of the County's electronic and paper records, and monitors operations to ensure appropriate implementation of standards;

Assists in developing policies and procedures that ensure the proper management of the County's archival inventory; ensuring that documents are handled properly and with care, as well as ensuring that systems designed to preserve documents are in working order;

Works with Assistant Records Managers in forming procedures for the effective retention and disposition of active records, the proper identification and preservation of archival records, and the efficient production and retention of micrographic images (through microfilm, digital imaging, etc.);

Recruits personnel and plans for and oversees their training, ensuring compliance with County labor policies and directives;

Compiles reports and statistics to document and analyze the efficacy of services performed by the Center;

Assists in the preparation of financial summaries and the divisional budget;

Monitors the Center's budget to ensure the most efficient utilization of resources, including staff, equipment, materials and supplies;

Ensures the efficient and economic operation, and the proper maintenance, of the Records and Archives Center facility;

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

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

Maintains safety-related information and monitors the Center's security systems;

Serves as liaison to vendors and monitors their work to ensure that it meets established operational standards;

Ensures the efficient processing of invoices, leave requests, travel authorizations and other personnel and business transactions of the Records and Archives Center;

Represents the division at meetings, seminars and conferences; relates information to appropriate personnel as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of records management principles, including the principles of records creation, retention and destruction for both paper and electronic records; good knowledge of records organization and the techniques for automating the requisition and retrieval of inactive records; knowledge of professional archival principles and practices, including knowledge of appraisal theories, and applications for identifying historical records; knowledge of archival principles as they apply to a variety of record formats (paper, photographs, video resources, electronic records, etc.); knowledge of preservation and conservation principles; knowledge of archival automation methodology (such as the USMARC Format for Bibliographic Data, Encoded Archival Description, etc.); knowledge of micrographic technologies (microfilm, digital images, electronic records, and other micro- and machine-readable formats); knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail and database software, and skill in their use; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to recognize need for improvement in, or adaptation of, existing systems and effecting changes in them; ability to establish and maintain effective working relationships; tact; good judgment; resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) A Master's Degree* in History, Library Science, Business Administration, Public Administration, or a closely related field, and two years of experience in an archives or records center where a primary focus of the position was the identification, description and arrangement of records or archives; including one year of supervisory experience; or (b) three years of experience as described in (a) including the one year of specialized supervisory 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 Education Department as a post-secondary, degree-granting institution.

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Job Group: XII