

RECORDS MANAGER

DEFINITION

Manages, plans, and coordinates the District's comprehensive records management function.

TYPICAL DUTIES

- Oversees the physical storage of millions of documents stored District-wide safeguarding the confidentiality and privileges related the documents.
- Oversees hardcopy and electronic document destruction at the direction of the District's designated Custodian of Records.
- Prepares guidelines, protocols and metrics for reporting on the implementation and execution of the policies related to document and retention policies.
- Develops the scope of work of contracts and task orders for vendors and contractors providing document and record retention and destruction services.
- Oversees the classification of documents and ensures compliance with required retention periods.
- Provides information to District personnel, and as directed by the designated Custodian of Records, concerning general District policies and procedures and specific policies and procedures applicable to records.
- Acts as the primary liaison with other divisions, executive staff, and the Board regarding records retention and destruction.
- Prepares analysis of cost proposals, budgets, and other facets of financial management as related to the records retention and destruction policy.
- Supervises personnel engaged in the implementation and execution of retention and destruction of records.
- Consults with management and advises regarding the activities and status of the records retention and destruction policy.
- Coordinates training activities for the project team.
- Develops and implements a District-wide client education and training program regarding the retention and destruction of records.
- Assists schools and offices with identifying and implementing green strategies.
- Creates scanning protocol and implement function into the document storage protocol.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Records Manager manages District-wide document storage and disposal activities.

An Optical Scanning Equipment Operator performs and intermittently exercises limited technical supervision over work involving the operation of optical-scanning equipment, and performs related duties.

SUPERVISION

General supervision is received from the District's designated Custodian of Records and the Chief Executive Officer, Office of Educational Services. Supervision is exercised over lower level staff.

CLASS QUALIFICATIONS

Knowledge of:

Document management, including various storage and retrieval platforms.
Document retention periods, including experience with education code requirements and applicable law
Principles of Project Management
Request for qualification (RFQ), request for proposal (RFP) and contracting procedures
Principles and procedures of governmental practices of public administration particularly as related to a large school district
Administrative practices and procedures within a large school district or public agency
Microsoft Office including Power Point

Ability to:

Work in a dynamic environment with multiple clients
Implement and comply with current and new record management policies
Manage millions of documents efficiently and discretely
Build client confidence
Develop effective working relationships with stakeholders
Estimate project requirements and organize resources to meet goals and deadlines
Communicate effectively both verbally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in Library Science, Public Administration, Business Administration or a related field. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis. Certification as a Records Manager (C.R.M.) by the Institute of Certified Records Manager (ICRM) is preferable.

Experience:

Two years of comprehensive records management experience managing all documents for a government entity agency-wide or four years of comprehensive records management experience managing documents in the private sector. Experience managing documents for a school district is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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Union Notification Date: 2-6-15