

## **RECORDS MANAGEMENT COORDINATOR**

### **DEFINITION**

Under general direction, to plan, develop, implement and coordinate a County wide records management program for the preservation of documents; provides advisory information regarding document maintenance, including requirements, types and varieties of available document imaging and storage and retrieval specifications; and to perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized single position classification, which coordinates the record management functions of the County.

### **REPORTS TO**

Assistant County Clerk/Recorder

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Document reproduction employees

## **RECORDS MANAGEMENT COORDINATOR - 2**

### **EXAMPLES OF DUTIES**

- Under the direction of Assistant County Clerk/Recorder plans, develops, and coordinates the records management and document reproduction functions of the County.
- Provides advisory information regarding laws and regulations pertaining to records retention.
- Maintains current knowledge of the variety and types of document imaging available.
- Develops procedures for duplication of records.
- Assists department in interpreting and developing record retention schedules.
- Prepares, maintains and disseminates policies and procedures of the records center.
- Estimates costs to perform projects.
- Plans, schedules and coordinates document preparation and micro imaging operation; maintains supplies.
- Develops project budgets.
- Establishes methods for transfer, storage, reproduction and disposal of documents.
- Directs and reviews the work of assigned staff.
- Responsible for maintaining the reproduction center including the copy machine and postage machine including ordering paper, refilling postage machine and securing maintenance for all machines.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal eye-hand coordination; lift and move objects weighing up to 25 pounds; use of various micro imaging equipment, computers, telephones, copiers and fax; corrected hearing and vision to normal range; verbal communication.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous contact with staff and the public.

## RECORDS MANAGEMENT COORDINATOR – 3

### **DESIRABLE QUALIFICATIONS:**

#### **Knowledge of:**

- County policies, rules and regulations.
- Records and information management.
- Records management equipment and facilities including micro-graphics and document imaging.
- Laws and regulations relating to records retention and disposal.
- Record management principles, practices and techniques, including the use of computer based record retrieval systems.
- Account and fiscal recordkeeping
- Office management methods and procedures
- Principles of work coordination and training.

#### **Ability to:**

- Analyze complex record management problems, reaching sound conclusions and make recommendations regarding improved procedures, equipment and facilities.
- Organize work, setting priorities and providing support for the records management needs of various departments.
- Prepare concise and accurate records and reports.
- Plan, organize and coordinate records-imaging for the County.
- Read and understand laws, regulations, and other information pertaining to record reproduction.
- Establish and maintain cooperative work relationships.
- Exercise sound, independent judgment within established guidelines.

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to possession of an Associates of Arts Degree with major course work in Records Management, Information Management, Office Administration, Computer Science, or a related field and at least three (3) years experience in Records Management especially with a centralized records unit.

**Special Requirements:** Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The California Drivers License must be maintained throughout employment.