

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

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.

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.