

RECORDS MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving assisting the Records Management Officer in overseeing the Delaware County records management program. May function as the Director of special grant projects. The work is performed under the general supervision of the Records Management Officer. May supervise program personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Prepares or assists in the preparation of various reports; Maintains and/or assists in the maintenance of various records; Assists in the preparation of grant proposals; Determines the record management needs of various agencies and reports same to Records Management Officer; Assists agencies in implementation of records management programs; May function as the director of special projects; Identifies records and ascertains retention period; Recommends how vital, important, useful or essential such records are for operations of an agency or from a historic point of view; Assists in establishment of records management system, develops forms and records for the management system, and develops storage systems for records; Serves in an advisory capacity regarding environment and types of storage for inactive records; Supervises program personnel by preparing work schedules and coordinating daily assignments of duties; Oversees microfilming of various records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of records management; Good knowledge of records retention requirements; Working knowledge of the types of records maintained by a municipalities and other public agencies; Working knowledge of the potential historic significance of public records; Good knowledge of inventory procedures; Ability to maintain comprehensive detailed records accurately and neatly; Ability to prepare written material; Clerical aptitude; Ability to work with and secure the cooperation of others; Ability to supervise the work of others; Good powers of observation and perception; Initiative; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a two-year college with an Associate's Degree or completion of 60 credit hours and two years of experience in records management involving maintenance of a variety of records, inventory, information compilation or related work which shall have included six months of supervisory experience;

OR

B. Four years experience as specified in A; OR

C. An equivalent combination of training and experience as defined by the limits of A and B.

NOTE: Additional years of college may be substituted for the experience in A on a year for year basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 1/21/91

Revised 1/26/93; 5/25/94; 9/18/24