

## **RECORDS OFFICER**

### **JOB PURPOSE AND SUMMARY**

To supervise, plan, and coordinate the activities and operations of the County's records management program. Responsibilities include records storage, records access, microfilming, record disposition; coordination of assigned activities with other departments and divisions, outside agencies and the general public; and to provide staff assistance to the General Services Director.

The Records Officer receives direction from the General Services Director. The incumbent exercises direct supervision over technical and clerical staff.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Coordinates the organization, staffing, and operational activities for the General Services Records Management division including records storage and inventory, access and retrieval, records destruction, and microfilm production.
- Selects, trains, motivates, and evaluates division personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the section budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Identifies equipment requirements, facilitates the RFP process, and recommends the acquisition of equipment; coordinates the contact with equipment maintenance and repair vendors and oversees payment of repair billings.
- Monitors physical conditions in the Records Center facilities to ensure that building environment is free of safety hazards, secure from outside intrusion, and that the indoor climate and work areas are otherwise clean and appropriate for the storage records and suitable for the performance of work.
- Monitors records management procedures to ensure adherence to legally mandated confidentiality regarding public records, including application of HIPAA requirements.
- Provides training and explanation of records management procedures and records retention rules to county employees and officials through meetings, phone and E-mail contact, and the posting of instructive materials on the General Services intranet site.
- Prepares monthly and year-to-date reports and graphs, including the compilation of related statistics, showing division productivity and activity levels and Records Center inventory.

- Recommends records management solutions and system designs to department managers, including recommendation of filing systems and equipment.
- Serves as county liaison with WA State Archives; confers with Regional Archivist concerning records retention and preservation issues; coordinates transfer of archival county records to state facilities; stays current with changes to WA State statutes and guidelines for local government records.
- Coordinates with Department supervisors and elected officials regarding information system design and improvement, including participation on committees formed to review system changes or enhancements.
- Stays current with trends and innovations concerning technology, regulations, and other developments in the field of records management through reviewing publications and periodicals and by participating in professional group meetings, presentations and workshops.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Three years of increasingly responsible records management experience; including at least one year of experience supervising in a records environment.
- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or a related field.
- Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

**Knowledge of...**operational characteristics, services, and activities of a comprehensive records management program; technical procedures of records management, micrographics, and other record storage methods; record and information systems, components, and design including technical components; principles of supervision, training, and performance evaluation; computerized records storage and management systems; pertinent Federal, State, and local laws, codes, and regulations; and so forth.

**Ability to...**research, analyze, and evaluate new records management methods, procedures, and techniques; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; maintain County records management program according to State archive standards; conduct research and prepare clear and concise reports; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and

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maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public, and media representatives; and so forth.

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