

RECORDS MANAGEMENT ANALYST

FUNCTION OF THE JOB

Under supervision, to assist in the planning, implementation, and maintenance of the Countywide records/content management, microfilm, imaging and mail programs and operations; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists with the implementation of records management projects to convert manual records systems to automated formats, or to migrate or upgrade automated records systems to new software or hardware.
2. Researches and analyzes departments' records management needs, practices, and workflow processes; and analyzes, identifies, and recommends appropriate records management options including box storage, microfilming, imaging, or other electronic and/or automated records management software/solutions.
3. Assists in the training to users on a group or individual basis in the use and operation of records management practices, and automated applications.
4. Assists in determining rates/charges for service, developing and monitoring the division's budgets; assists in the development and evaluation of requests for proposals; and assists in the administration and monitoring of vendor contracts.
5. Assists in overseeing and monitoring of County staff and contracted personnel in the Records Management Division.
6. Assists in the development and maintenance of Records Management Division procedures.
7. Assists in the activities of the County Records Center regarding the recording/tracking, storage, preservation, maintenance, retrieval, and disposition of records.
8. Oversees and coordinates the rotation and backup of records and media stored in the vital records vault; and monitors the protection and security of the environmentally-controlled vault for business continuity purposes.
9. In cooperation with the department and Corporation Counsel conducts research on records retention issues; creates, maintains, and reviews records retention schedules; conducts periodic records audits; and reviews record disposition activities.
10. Oversees mail operation and contracted mailing service; consults with both vendor and users with mail issues; coordinates and processes special mail requests such as bulk mailings and business reply/postage due accounts.
11. Maintains accurate and detailed records; and prepares reports.
12. Establishes and maintains effective working and public relationships with employees, departments, vendors, and the public.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the principles, practices, equipment, and technologies of records management, including microfilm, imaging, and automated records management systems and operation of a records center.
2. Considerable knowledge of County and State laws, rules, and regulations regarding the creation, retention, preservation, and disposition of public documents.
3. Working knowledge of the records management practices of the County departments and the shared records needs between departments.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

4. Working knowledge of software application development principles, practices, and technologies.
5. Ability to implement projects.
6. Ability to research a variety of information, analyze and evaluate alternatives and make appropriate recommendations.
7. Ability to understand and interpret governmental codes, statutes, and regulations.
8. Ability to train individuals or groups in the use and operation of automated records management technologies.
9. Ability to utilize word processing, database and spreadsheet programs.
10. Ability to maintain accurate and detailed records, and prepare reports.
11. Ability to establish and maintain effective working and public relationships with employees, departments, vendors and the public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
13. Ability to communicate effectively, both verbally and in writing.
14. Ability to coordinate, plan and monitor the work of others.

Training and Experience

1. High School Diploma or GED.
2. Two (2) years of progressively responsible work experience in records management, imaging/microfilming, data or information processing, systems analysis, or a closely related field.
3. Post high school education from a recognized college or university in computer science, business administration, records management, or a closely related field may be substituted for the work experience requirement on a year for year basis.
4. Certified Records Manager designation may substitute for one (1) year of the work experience requirement.