

RECORDS MANAGEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and technical position responsible for administering the records management program of Broome County. The work involves continual surveillance and examination of non-current and archival public records kept, made, filed and/or received by the offices and departments of the County to determine their value, use and most suitable method of preservation, storage and disposition. Duties are performed in accordance with local, State and Federal laws and guidelines. Supervision is exercised over the work of clerical staff assigned to the Records Management division. General supervision is received from the County Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains a comprehensive records management program in cooperation with local government officials in accordance with local, State, and Federal laws and guidelines;

Consults with department heads regarding survey and analysis of all records as well as departmental filing and storage needs;

Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives' Records Retention and Disposition Schedules;

Interprets State and local records retention schedules and guidelines for the systematic retention and disposition of public records, and informs departments of their records retention requirements;

Establishes guidelines for suitable retention periods for records that are not covered by State Records Retention and Disposition Schedules, submits guidelines for review by local Records Advisory Board, and proposes them for approval by State Archives;

Oversees and coordinates the off-site storage of inactive records;

Coordinates, carries out and participates in planning for development of micrographics and automated data processing systems;

Establishes standards for proper records management in County departments;

Ensures the sound management and preservation of archival records and their availability for research;

Consults with State agencies involved with the supervision of records;

Prepares a budget and oversees all expenditures as well as the collection of revenues and fees;

Prepares informational releases relevant to the records management program;

Prepares special and annual reports on the records management program and the cost effectiveness;

Prepares grant applications and oversees any project work/expenditures of acquired grant awards;

Trains, supervises, evaluates and disciplines staff;

Responds to both agency records retrieval and genealogical queries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of records management systems, methods and techniques;
Working knowledge of governmental activities and procedures;
Ability to read and apply statutes that relate to records management;
Ability to organize and file a volume of records efficiently and accurately;
Ability to interact well with people and clearly communicate ideas;
Ability to prepare written reports;
Ability to bend, lift, climb and to stand and walk for long periods of time;
Good judgment and dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, library or information science, records information management, history, government, economics or related field and one year administrative experience or one year experience acquiring, referencing, filing and disposing of records; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Records Information Management or closely related field and three years administrative experience or three years experience which involved acquiring, referencing, filing and disposing of records; OR
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and a Records/Information Management Certificate*, and three years administrative experience or three years experience which involved acquiring, referencing, filing and disposing of records; OR
- D) An equivalent combination of training and experience as indicated in A), B), and C) above.

*Records/Information Management Certificate is a 30 credit hour program available at Broome Community College.