

Coordinator, Records

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 194004

Job Series/Job Family: Information Technology Series / Institutional Records Family

Reports To

Manager, Institutional Records

Job Purpose

To coordinate and implement College-wide document imaging projects.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates and implements the College-wide electronic imaging/document management plan; analyzes College records and workflow; evaluates current computing environment including hardware, software, and space requirements; determines the need for back-file conversion.
2. Assists the manager in the development of goals, objectives, timelines, new workflow processes, implementation roles, and responsibilities and qualifies work volumes.
3. Provides technical support and maintains all aspects of the College-wide electronic imaging system; runs preventative maintenance processes to ensure the integrity of the database structure and reliability of data; imports data from the College administrative system and ensures consistency between the systems.
4. Designs and maintains statistical reports, provides training, and acts as a liaison and technical resources for electronic imaging processes; coordinates the development and maintenance of process standards to ensure quality control.
5. Researches, evaluates, and recommends changes to College-wide electronic imaging systems to ensure currency with emerging technologies and effectiveness during the migration of College data; interprets and complies with federal and state regulations regarding electronic storage, retention, preservation, and disposition of College records.
6. Provides quality assurance system checks by analyzing and troubleshooting electronic processing problems and by isolating and resolving hardware and software problems; tests software and hardware upgrades to prevent loss of functionality.
7. Stays current regarding document management and record preservation imaging processes by attending relevant workshops and reading professional literature.
8. Assists in analyzing department records, classifies, and researches appropriate retention values for each class.
9. Assists in preparing retention schedule drafts for review.
10. Oversees and trains regular and hourly staff.
11. Coordinates the design and creation of database architectures and security models for College electronic imaging projects to ensure security, integrity, and accessibility of College records; develops advanced complex queries; creates and coordinates user accounts and use groups, and establishes appropriate levels of security.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Training principles and procedures for groups and individuals.
- Database architecture and security models in relation to electronic imaging.
- Record and information management principles.
- Digital imaging.
- Federal and state laws relating to records retention.
- Quality control standards, policies, and procedures in relation to records management.
- Record control schedules.
- Establishing and maintaining effective working relationships

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Interpreting and complying with federal and state electronic imaging regulations.
- Creating database architectures and security models for electronic imaging projects.
- Developing and implementing document imaging management plans.
- Providing technical support and maintenance for a College-wide document management imaging system.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including tact and diplomacy, and maintaining confidentiality and privacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining a computerized records management system.
- Coordinating and monitoring the release of information and records.
- Maintaining knowledge of state and federal laws relating to records retention.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using advanced office software applications and electronic imaging technology and related storage requirements, image and document formats, metadata, or image enable databases.

Physical Requirements

Required

- Occasional climbing 10 foot ladder.
- Occasional lifting and moving objects up to 50 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Two years related work experience.

Preferred

- Work experience with Fortis or other electronic imaging software in a higher education environment.
- Work experience managing multiple projects and coordinating document imaging or technology projects.
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Education

Required

- Associate's degree in Records and Information Management, Library Science or related field.

Preferred

- Bachelor's degree in related field.

Licenses/Certifications

Preferred

- Certified Document Imaging Architect (CDIA) certification.
- Project Management Professional (PMP).

Other

Preferred

- Certification as a Certified Records Manager (CRM).

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.