Manager, Institutional Records

FLSA Status: Exempt
Pay Grade: 21
Job Title ID: 19401
Job Series/Job Family: Information Technology Series / Institutional Records Family

Reports To

Associate Vice President, Information Technology

Job Purpose

To direct, develop, and administer the College-wide records management program; establish and enforce uniform standards, procedures and processes for security, maintenance, preservation, and disposition of all College records.

Description of Duties and Tasks

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

Required

1. Directs, develops, and implements ACC's documents imaging program to ensure the preservation, integrity and accessibility of College records.
2. Administers the College-wide document imaging system; ensures security through the creation of user accounts and system designs; performs database maintenance activities to ensure the integrity and accessibility of the data and images; reviews and evaluates technology to ensure migration of College records.
3. Serves as the designated Records Management Officer (RMO) for ACC; conducts responsible technical, supervisory, and administrative management for the College-wide Records Management Program.
4. Supervises, hires, trains, and evaluates performance of records management staff to ensure consistent application of procedures, processes, and workflow.
5. Develops, monitors, and amends the College Records Retention Schedule; submits schedules to State Library for approval; distributes schedules to records custodians and other relevant College staff, and trains staff in their use; ensures that records information and schedules meet organizational needs and legal requirements.
6. Ensures that the maintenance, preservation, imaging, and destruction or other disposition of College records is carried out in accordance with the policies and procedures of the Records Management Program and the requirements of the law.
7. Establishes processes and procedures for storage and retrieval of inactive and permanent records, protection of essential (vital) records, and preservation of historically valuable records.
8. Identifies records eligible for destruction; carries out destruction in accordance with College policy and state laws; stops destruction of relevant records when litigation, government investigation, audit, or other special need is pending or imminent.
9. Prepares and administers the annual operating budget.
10. Develops and implements the College-wide forms management program.

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

- Budget preparation and expense control processes.
- Supervisory principles, practices, and methods.

- Records management standards and protocol.
- Processes and procedures for records storage, retrieval, destruction, and preservation.
- Federal and state laws in relation to records management.
- Records control schedules.
- Document imaging systems and architecture.
- Analysis, research, and technical writing.

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 confidentiality of work related information and materials.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Assessing and developing workflows.
- Effectively supervising, leading, and delegating tasks and authority.
- Establishing processes and procedures for storage, retrieval, destruction, and preservation of records.
- Establishing and maintaining effective working relationships
- Creating, amending, and submitting records control schedules.
- Developing and implementing a college records imaging program.
- Prioritizing, implementing, and managing multiple projects.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, maintaining database driven software applications and providing technical support for imaging based desktop software.

Physical Requirements

Required

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

Work Experience

Required

- Two years related work experience including one year supervisory experience.

Preferred

- Two years work experience as a records manager in a public organization, including one year supervisory work experience.
- One year work experience administering/implementing a document imaging system.

Education

Required

- Bachelor's degree.

Preferred

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

Other

Preferred

- Certified Records Manager (CRM). Certified Document Imaging Architect Certificate (CDIA).

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.