

Job Family	General Administration	Job Summary	Involves developing and managing procedures that promote sound, efficient, and economical records management, which includes creation, organization of, and access to records; maintenance, retention and disposition of administrative records; and security and privacy of records. Supports the management of recorded information, consults with users to develop compliant, secured and trustworthy record keeping systems that are efficiently maintained, establishes processes and guidelines to dispose of records when their administrative, legal, audit, regulatory and historical value have ceased. Ensures compliance to standards, applicable laws and internal policies, and operating procedures for consistent creation, maintenance and use, and disposition of University records. May include classifying, storing, securing, and destroying (or in some cases, archival preservation) records or consulting others on how to apply best practices to such activities.
Job Function	Records Management		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title	Records Supervisor 1	
Job Code	4710	
Tracking Code	A0800	
Personnel Program	PSS	PSS
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope	Supervises the day-to-day operations of the records management program. Ensures quality control and compliance with established standards and procedures. Assigns, monitors and reviews progress and accuracy of work of records management staff. Works on complex records management issues on behalf of internal and / or external customers.	
Key Resp 01	Oversees the day-to-day records operations of the department or unit.	
Key Resp 02	Ensures compliance with established standards for receiving, selecting, classifying, controlling, and accessing all types of materials.	
Key Resp 03	Manages system user administration, dictionaries, security, access control lists and quality control processes to ensure document integrity for electronic document collection, storage and retrieval.	
Key Resp 04	Works on complex records management issues on behalf of internal and / or external customers.	
Key Resp 05	Supervises the work of a department with responsibility for quality and quantity of work.	
Key Resp 06	Distributes and sets up work; monitors the progress of work of the department.	
Key Resp 07	Recommends personnel-related actions.	

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Key Resp 08	Participates in the selection, development and evaluation of staff to ensure the efficient operation of the function.	
Key Resp 09	Interacts with department or unit level management to provide guidance about records issues.	
Key Resp 10	Researches and resolves records management issues and discrepancies.	
Key Resp 11	Ensures delivery of quality customer service to various constituencies.	
Key Resp 12	Provides the records management function in support of University administrative purposes, historical research, and information governance, including legal or Public Records Act compliance.	
Key Resp 13		
Key Resp 14		
Key Resp 15		
Education 1	Bachelor's degree in related field and / or equivalent experience.	
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1	Certified Archivist (CA) and / or Certified Records Manager (CRM) preferred.	
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01	Advanced knowledge of records management principles and practices.	
KSA 02	Advanced experience with automated storage and retrieval systems, and electronic records.	

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KSA 03	Advanced organizational skills and ability to multi-task with demanding timeframes.	
KSA 04	Interpersonal skills to effectively motivate others.	
KSA 05	Skills to evaluate issues and identify resolutions.	
KSA 06	Communication skills: both verbally and in writing.	
KSA 07	Ability to effectively manage multiple priorities.	
KSA 08		
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment	Office settings and various external venues.	
Career Path 1	Records Mgr 1	
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		