

RECORDS MANAGEMENT COORDINATOR

Code No: 3-01-058

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position in the Monroe County Department of Social Services which involves coordinating records management activities for the purpose of reproducing and storing records and documents. Employees of this class analyze requirements and recommend the most appropriate equipment and procedures whereby documents may be both readily accessible and also permanently protected against damage or loss. Work is conducted under general direction from the Director of Social Services with wide latitude allowed for the exercise of independent judgment and decision making. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Prepares proposals for adoption of systems designed for reproduction, storage and ready access of files, records and documents;

Gathers and analyzes information on proposed systems by vendors and makes recommendations to the Director;

Coordinates the location and capacity of photocopy equipment to maximize access and efficiency;

Confers with department heads and administrative personnel to establish specific requirements;

Arranges for the purchase of supplies and equipment to meet determined needs;

Conforms with environmental requirements by reclaiming papers for shredding;

Arranges for secure film storage to assure against loss by catastrophe, holocaust, or sabotage;

Supervises the implementation of the various records management programs for county departments;

Prepares narrative reports and estimates cost for proposed systems;

Attends professional association seminars and conferences to keep abreast of developments in the area of record management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the techniques involved in records management; working knowledge of the equipment available for reproduction and storage of documents and records; ability to prepare concise and effective narrative proposals; ability to make accurate projections of cost; ability to keep abreast of technical developments in the field of records management; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State

registered college or university with a Bachelor's degree plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent experience in research, management, systems management, records or inventory management; OR,
- (B) A Master's degree plus one (1) year of experience as indicated in (A) above; OR,
- (C) Any equivalent combination of training and experience as described in (A) and (B) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test .A

REVISED: February 19, 1987