

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECORDS MANAGEMENT OFFICER **GRADE:** 12

TITLE ABBREVIATION: REC MGT OFFICER **TITLE NO.:** 6539

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: GENERAL SERVICES **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OF GENERAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for administering the retention, retrieval, and disposition of public records, for all County departments. The work also involves responsibility for advising and acting as a consultant to County departments in areas such as files control, micrographics, schedule maintenance, machine readable records, and other information-related subjects. Work is carried out in accordance with local, state and federal laws and guidelines and is performed under the general supervision of the Commissioner of General Services. Considerable leeway is allowed for the exercise of independent judgment in the application of professional knowledges, skills, and abilities in carrying out assigned duties. General supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops the policy and procedures for Records Retention Facility;
2. Helps to select and trains departmental records coordinators in records surveys and inventory procedures;
3. Advises county departments as to proper records storage;
4. Supervises organization and physical set-up of Orange County Records Retention Facility;
5. Writes and compiles facility reports as directed;
6. Reviews federal, state and local laws governing which records and files can be destroyed and which must be maintained;
7. Maintains a complete, ongoing, and accurate record of the location of all files;

8. Retrieves County records as needed and/or requested and returns to storage when no longer required;
9. Supervises transfer of all little-used County records from the individual County departments to the Records Retention Facility, and/or the destruction of said records as allowed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of planning and administering a government records management program; good knowledge of the methods of organizing government documents; working knowledge of governmental activities and procedures; ability to read and apply statutes which relate to records management; ability to communicate and gain acceptance of good records management practices; ability to train departmental staff good records management; ability to organize and file a volume of records efficiently and accurately; ability to plan direct, and coordinate the work of others; ability to prepare written reports; good judgment; dependability; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree, or higher, and one (1) year of full-time paid experience in an archive, library, museum, or governmental agency which involved acquiring, referencing, filing, and disposal of records; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associates Degree and three (3) years of full-time paid experience as defined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.