

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT INFORMATION PROCESSING MANAGER

TITLE #: 1034

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Information Processing Manager in administering an electronic document management system at Orange-Ulster BOCES. The work is carried out in accordance with established policies and procedures. Work is performed under the general direction of the Information Processing Manager with wide leeway to exercise independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel within the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in administering an electronic document management system with the capacity to store, sort and retrieve critical information;

Assists in developing guidelines and parameters for implementation and creates protocols that support search and retrieval criteria for this database;

Conducts needs assessments in conjunction with the Information Processing Manager, that identify gaps and weaknesses that compromise the efficient and timely retrieval of information and recommends system for change;

Assists in developing and coordinating long-term records management programs for BOCES, participating school districts, and other local governments;

Determines the appropriate format (paper, microfilm/microfiche, electronic) to maintain records so that information is accessible, easily retrievable and maintained in accordance with local, state, and federal laws;

Identifies, assesses, and implements new technologies as they become available;

Surveys and analyzes public records and makes recommendations for the disposition of records that have been held for a legal length of time;

Develops and conducts information retrieval and records retention training workshops and presentations;

Recruits, trains and supervises staff assigned to the program;

Responds to requests for proposals from school districts and other local governments in the region;

Assists with preparing and managing budgets and billing for the programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Electronic Document Management Software; thorough knowledge of the methods of organizing and retrieving documents efficiently and accurately; good knowledge of the Commissioner of Education guidelines (ED-1, MU-1, CO-1 regulations) of conversion of critical records to microfilm; some knowledge of budget practices in a school district; ability to train and communicate technical advice for electronic document management system users; ability to read and apply statutes that relate to information maintenance, retrieval and disposition; ability to plan, organize and supervise the work of subordinate employees; ability to prepare written reports and proposals; good judgment; 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 two (2) years of work experience which involved records management and retention; **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 a Associates Degree and four (4) years of work experience as outlined in (A) above.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 06/05/17 hm

REVISED 09/07/17 dc