

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

CLASS TITLE: RECORDS MANAGEMENT OFFICER (MUNICIPAL) **TITLE #:** 1516

DISTINGUISHING FEATURES: The work involves responsibility for planning and administering the municipality's records management program. Employees in this class advise municipal departments in all aspects of records management including state-mandated retention schedules. Work is performed under general supervision with considerable leeway allowed for the exercise of independent judgement in the application of professional knowledge, skills and abilities in carrying out assigned duties. Supervision is exercised over assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates a records management program for each municipal department;

Surveys, analyzes and disposes of obsolete records;

Supervises staff assigned to Records Management Program;

Plans and develops system of microfilming documents;

Plans and develops system for preservation of historical documents;

Acts as advisor and consultant to municipal departments in areas such as file controls, micrographics and other records management topics;

Assists Information Access Officer by conducting research in the area of Freedom of Information;

Assists in the Town/Village Clerk's office as required;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of planning and administering records management program; good knowledge of the methods of organizing documents; 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 employees in records management practices; 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 judgement; dependability; resourcefulness; physical condition commensurate with the demands of the position.

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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 and one (1) year of full-time experience in an archive, library, museum, or governmental agency which involved acquiring, referencing, filing and disposal of records; or
- (B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of full-time 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 by (A) above; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

REVISED: 10/11/06 dmc