

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

CLASS TITLE: RECORDS MANAGEMENT SUPERVISOR

TITLE #: 1513

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for supervision of the Records Management Office at Orange-Ulster BOCES. The incumbent supervises and participates in the inventory and appraisal of municipal, town, village, fire district and school district records, the conversion of those records to microform and verification of the processed film or media. Work is performed under the general supervision of the Director, Harriman Learning Center. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the inventory and appraisal of official records maintained by local governments;

Supervises and participates in the conversion of official records to microform using a variety of technologies;

Conducts appropriate tests as prescribed by State regulations for acceptance of microfilm as an official record;

Coordinates and implements the movement of official records in and out of the office and assures individual projects are completed within required time frames;

Provides information needed to prepare price quotes;

Provides data necessary for required reports;

Oversees scanning projects;

Provides budget coordination with billing information at the conclusion of each project;

Interviews and trains new employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of State Archives and Records Administration (SARA) Records Retention Schedules and microfilm preparation guidelines; good knowledge of the methods of organizing documents; ability to convert paper records to microform using a variety of technologies; ability to inspect processed microfilm using a densitometer, visual aids and splicing equipment; ability to scan and manipulate data using computer software; ability to plan and supervise the work of others; ability to prepare written reports; organizational skills; ability to lift 35 pounds; initiative; good judgment; 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
- (B) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of experience involving the preparation of documents for microfilming and the microfilming and indexing of documents; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (B) above.

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