

Records Management Specialist

JOB TITLE: Records Management Specialist

FLSA STATUS: Non-exempt

GRADE: 39

DEPARTMENT: Human Resources

APPROVED DATE: 05/2018

REVISED DATE: 08/2019, 02/2022

Job Summary

Manage the development, administration, and maintenance of the Library District's Records Management Program to ensure records management activities are performed in accordance with state record retention requirements and procedures. Plan, develop and implement records retention schedules and management procedures for storage, tracking, retrieval, destruction, filming, electronic imaging of all official records, and respond to public records requests for Sno-Isle Libraries.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Oversee the Library's records management program of electronic and paper-based information ensuring confidentiality and maintenance of records retention and destruction programs in compliance with established policies and procedures including Federal, State and local laws.
2. Work with all departments to develop and implement system-wide records management procedures, record retention schedules, and practices.
3. Administer the Library's records management policies, procedures, and electronic applications, ensuring system security and adherence to retention schedules.
4. Implement and manage an Enterprise Content Management System (ECM).
5. Identify appropriate records management resources; design and develop filing systems; establish retention and disposal instructions.
6. Advise on new records management policies, providing framework to guide staff in the management of records and use of the records system.
7. Provide and coordinate training to staff about records management to minimize staff time in determining disposal of records.
8. Respond to public records requests within guidelines established by the Washington State Public Records Act and the courts.
9. Advise on complex legal and regulatory issues involving judgments in areas such as Freedom of Information Act and other national or state legislation.

Additional Duties and Responsibilities

1. Continue to acquire new knowledge and update skills to enhance professional performance in all areas of responsibility.
2. Stay informed of leading issues, trends, theories, applications, and tools that may impact the library system.
3. Use analytics to evaluate performance of records management efforts.
4. Prepare correspondence and reports.
5. Conduct training as needed.
6. Attend meetings, trainings, and workshops as assigned.
7. Assist with other projects as required.
8. Perform other duties as assigned.

Supervision

This position reports to the Assistant Director of Human Resources. This position does not supervise the work of others; however, this position will work closely with, train, and assign tasks to other members of the organization, as well as with subject matter consultants and vendors.

Knowledge, Skills, and Abilities

1. Thorough knowledge of comprehensive records retention systems and all applicable federal, state, and local laws, rules, regulations, policies and procedures regarding records retention.
2. Working knowledge of Public Records Act (RCW 42.56)
3. Thorough knowledge of principles and practices of public records administration.
4. Strong diplomacy, discretion and ability to maintain confidentiality of records and information relating to record content.
5. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
6. Ability to communicate effectively with diverse audiences.
7. Strong customer service and strong communication skills.
8. Strong project management and organizational skills.
9. Strong problem-solving, conceptual and analytical thinking skills.
10. Ability to work independently and to set priorities.
11. Ability to work cooperatively and maintain effective interpersonal relationships with the public and co-workers.
12. Ability to deliver presentations to a variety of groups and officials.
13. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Bachelor's degree or higher preferred.
2. Certified Records Manager (CRM) or Certified Public Records Officer (CPRO) credentials preferred.

3. A minimum of three years of experience as designated public records officer or responsible for responding to public records requests, overseeing records management systems including management of electronic records and recordkeeping systems for a government agency; OR any equivalent combination of experience, training and education is required.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.