

RECORDS MANAGEMENT OFFICER

JOB CODE: 6917
DEPARTMENT: Tioga Co. Information Technology & Communication Services
CLASSIFICATION: Competitive
SALARY GRADE: Management/Confidential
ADOPTED: Adopted 4/08; Revised 2/10, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHED FEATURES OF THE CLASS: This position involves responsibility for administering the day to day records management program mandated by the NYS Local Government Records Law. The incumbent serves as the Records Management Officer for the County as prescribed in the NYS Local Government Records Law. The work involves continual surveillance and examination of non-current and archival public records kept, made, filed or received by the offices and departments of the County to determine their value, use, and most suitable method of preservation, storage and disposition. The work also involves the establishment and maintenance of Tioga County's assets and inventory management programs. Duties are performed in accordance with local, state and federal laws and guidelines. General supervision with a wide latitude for independent activity is received from the Director of Information Technology and Communication Services. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- With guidance from the Director of Information Technology, develops and maintains a comprehensive inactive and archival records management program, including electronic records, in cooperation with local government officials in accordance with local, state and federal laws and guidelines;
- Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives' Records Retention and Disposition Schedules and other applicable retention schedules by the County departments;
- With assistance from the Director of Information Technology, establishes guidelines for suitable retention periods for records that are not covered by State Records Retention and Disposition Schedules, submits guidelines for review by Local Records Advisory Board, and proposes them for approval by State Archives;
- Supervises storage centers for inactive records;
- Coordinates, carries out, or participates in micro-graphics projects and planning for automated data processing systems;
- Establishes standards for proper records management in County departments and agencies, when requested;
- Establishes, implements, and maintains a system of fixed assets inventory in compliance with present or future guidelines established by federal, state or local laws;
- Ensures the sound management and preservation of archival records and their availability for research either directly or in cooperation with a designated local government archivist;
- Manages grants received from State, Federal and other agencies;
- Promotes educational and research use by community groups;
- Consults with state agencies involved with the supervision of records;
- Prepares informational releases relevant to the records management program;
- Supervises and performs difficult and involved reference services;
- Recommends purchase of records management supplies and equipment;
- Prepares reports on the records management program as requested;
- Recommends changes to program procedures when appropriate.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of records management inventory systems, methods, and techniques; good knowledge of archival assessment and organization; ability to research records and deal positively with the public and internal customers; ability to interpret and apply statutes which relate to records management; ability to organize and file records efficiently; ability to prepare written reports; skill in the operation of personal computers and main frame applications; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Records & Information Management, Government, Library Science, History, Business Administration, Economics or closely related field and two (2) years of full-time experience or its part-time equivalent where records management was the primary responsibility; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Records & Information Management, Government, Library Science, History, Business Administration, Economics or closely related field and four (4) years of full-time experience or its part-time equivalent where records management was the primary responsibility; **OR**
- c. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time experience or its part-time equivalent where records management was the primary responsibility; **OR**
- d. An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

SUBSTITUTION NOTE: Possession of an ARMA (Archives & Records Management Association) certification in Records Management may be substituted for two (2) years of the required experience.

Successful completion of 8 courses offered by the NYS Archives Association within a two (2) year period may be substituted for two (2) years of the required experience.

Records Management is defined as the establishment and maintenance of records in accordance with laws, rules, regulations, agency policy or other established standards. Experience may include record organization, review, storage, retrieval, disposition and/or similar activities. Filing is NOT record management.