



## Salt Lake County Job Description

# Assistant Records Manager

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**DEPARTMENT:** Administrative Services

**DIVISION:** Records Management & Archives/6400

**JOB CODE:** 115 **GRADE(S):** 14

**FLSA STATUS:** Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 04/01/2011

### **JOB SUMMARY**

Directs, administers, and coordinates the activities of the Records Management Program under the direction of the Director of the Records Management & Archives division.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus one (1) year of experience in records and/or archives management or a closely related field, OR an equivalent combination of directly related education and work experience.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in development and implementation of the division mission, goals, procedures, and a strategic plan that identifies future needs of records and information management.
- Establishes and maintains effective relationships with user organizations and division employees in an effort to provide quality customer service. Adjusts expectations of the records management program based on feedback from user organizations, industry trends and standards.
- Develops and implements Records Management outcome performance measures.
- Manages records management budget, tracks expenses, and provides budget data as needed.
- Oversees the Records Management & Archives facility including monitoring and evaluating operations, programs, processes and practices for quality and effectiveness; makes recommendations for improvement. Ensures appropriate security and after-hours access by implementing security protocols for the facility.
- Serves as administrative staff to the GRAMPA, HIPPA, electronic records, and other administrative committees.
- Oversees the internal disaster recovery plan.
- Consults with county agencies on records identification, retention schedule development, storage, and proper transfer of records. Conducts agency visits to review records and advises on appropriate records classification. Develops retention/classification schedules for all county agencies through research of

industry standards, records classification requirements, legal compliance issues, coordination with agencies, and verification with existing agency records and databases.

- Develops records and information management program, goals and procedures. Ensures compliance with professional standards and best practices through on-going research.
- Develops and administers an electronic records component to the countywide records management program to include both short and long term retention records for access and preservation. Develops and maintains electronic access resources for Intranet and the Web such as training tools, records forms, procedures, instructions, checklists and records requirements.
- Develops and conducts records and information management trainings for county employees and agencies.
- Administers County Records Center Program and provides coordination of Records Center functions according to professional records management practices and procedures. Ensures Records Center operations are accurate and efficient by developing appropriate procedures and reports regarding files/records management and records disposal.
- Develops, implements and maintains all records and information management reporting systems and databases. Develops and prepares all statistical and tracking reports; responsible for accurate systems that are authentic and reliable through backups, retention management, and documentation.
- Identifies future program needs and develops and writes grant proposals to address them.
- Supervises subordinate personnel including: hiring, determining workload and delegating assignments, monitoring and evaluating work performance, and initiating corrective or disciplinary actions. Participates in establishing direction, goals, and policies with Archives Program Manager.
- Reviews and approves employee time and attendance, work schedules, leave requests.
- Provides technical and administrative guidance to employees to ensure that appropriate training for new hires and on-going training for employees is provided.
- Participates as team member of division by demonstrating quality service for all customers, both internal and external; facilitates communication with all employees and fosters teamwork within the section; and facilitates team relations within the Division by regular attendance and involvement in assigned meetings.
- Exhibits professional work behaviors such as punctuality and appropriate use of leave; maintains confidentiality; practices mutual respect; demonstrates integrity, professionalism, dependability, and conscientiousness; promotes ethical decisions and actions.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Principles, theories, policies, and best practices of records and information management
- Applicable laws, regulations, and rules governing access and privacy regarding records, such as GRAMA, HIPAA, HITECH, AOD, etc.
- Electronic recordkeeping systems and practices including document management, imaging, email systems, and emerging technologies
- Employee supervision and management including assigning, delegating and directing work, employee evaluations and discipline
- Organizational needs such as staffing, training, security issues, budgeting and financial needs, procedure development, performance measures, and program planning

### **Skills and Abilities to:**

- Utilize customer service skills to efficiently, sensibly, and professionally interact with agency customers
- Develop appropriate policies, procedures, trainings or presentations
- Utilize accepted research methodology and techniques to obtain information
- Learn new skills as needed to manage electronic records and stay current with industry changes
- Communicate information and ideas clearly and concisely, in written and verbal form
- Apply logic to analyze information or data, identify problems and issues, and draw conclusions in order to develop responses
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### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Includes both office work and records warehouse duties requiring the ability to lift 50 lbs. boxes, walking, sitting, kneeling, climbing ladders and bending. This position requires the ability to operate a forklift.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised : 02/18/2016 HA