



CLASSIFICATION NO. 052
Established: 5/88
Revised: 2/92, 12/07, 5/09
FLSA: Exempt
EEO: 2

RECORDS AND INFORMATION MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, coordinate and supervise Records Management Division programs, functions and staff; to serve as the information point to county records users; to oversee assigned activities with county departments, outside agencies, and the general public; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Records Management Division within the Office of the County Clerk provides records and information guidance and training to facilitate compliance with all applicable laws and rules. Specific functions include management of county-wide records storage facility (Records Center), retrieval, re-file, pickup and delivery; archival storage; scanning and microfilming; retention, disposition, and destruction scheduling. This division also provides passport processing, serving as a passport application acceptance facility for Clackamas County citizens.

The Records and Information Manager is responsible for the development of county-wide training and guidance in records and information management in compliance with all applicable laws and rules; management of the County Records Center; document conversion and passport application services, and division budget preparation and administration. The incumbent serves as the County's Records Officer and reports to the County Clerk.

The Records and Information Manager differs from the Recording Manager who oversees the processing, recording and maintenance of documents specific to the County Clerk's office, such as deeds and other land transactions, marriage and liquor licenses, County Board Orders, and Board of Property Tax Appeals.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides guidance related to County-wide records management activities, policies and standards; assists in development and implementation of records policies and procedures; analyzes records generated and retained by the County to identify those with enduring administrative, legal or historical value; develops training materials and other tools to support records management program activities.
2. Manages County Records Center and County Archives; develops and implements policies and procedures for accessions, retrievals, re-files, interfiles, and destructions of County

records; maintains data on Records Center and County Archives activities, including growth and space allocation.

3. Preserves records through isolating from harmful materials, controlling environmental conditions, maintaining storage areas, and establishing vital protection and disaster recovery plans.
4. Manages development and implementation of records retention and disposition schedules in compliance with all applicable laws and rules, and in compliance with contracts governing specific record activities and funding.
5. Advises County departments and trains County employees in records management practices, policies and procedures; evaluates records management systems and recommends new or modified methods to enhance records processing, protection and disposal; provides historical archive research assistance to the public and government agencies.
6. Prepares annual and supplemental division budgets, monitors expenditures and revenues, calculates and submits division invoices for payment, and maintains division asset inventory; researches and purchases equipment, hardware, and software.
7. Prepares, plans, and budgets required resources for records management program; identifies and projects current and future needs in records storage, document conversion, and records and information management activities.
8. Hires and directs technical and records staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
9. Oversees passport processing to the general public, including regular, expedited and passport photo services.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Records management principles and current practices; principles of personnel management; micrographic and digital imaging technologies and quality control methods.

Working knowledge of: State archive record-keeping requirements and other statutory and legal regulations regarding records management; ANSI/AIIM standards related to records and information management; records center operations, archival requirements and preservation needs; current trends in information technology affecting records and information management; budget principles and monitoring techniques.

Skill to: Effectively administers a comprehensive records management program; learn and apply a variety of computer software programs, analyze information, prepare reports and make recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County employees and representatives from other organizations.

WORKING CONDITIONS

Duties require frequent standing, walking, squatting, kneeling, bending, twisting, reaching, fine motor control, climbing stairs, and the ability to lift and carry up to 40 pounds, and push and pull 35 pounds. Duties also involve occasional exposure to slippery and/or uneven surfaces and dust.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 1/17