



CLASSIFICATION NO. 052
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FLSA: Exempt
EEO: 2

RECORDS AND ARCHIVAL MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, coordinate and supervise Records Management Division program, functions and staff; to serve as the information point of contact for and oversee assigned activities with county departments, outside agencies, and the general public; to administer the County's electronic and physical archival records management system; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Office of the County Clerk is responsible for administering and conducting all federal, state, and local elections in Clackamas County; processing all real property transactions, plats, Board of County Commissioner's Journal documents, and Board Orders for Clackamas County; issuing marriage licenses and officiating weddings; processing Oregon Liquor Cannabis Commission (OLCC) applications; coordinating the Board of Property Tax Appeals which resolves property assessment appeals; accepting passport applications; and supporting other County departments with the storage and preservation of the County's archival records and with public records requests.

The Records and Archival Manager organizes, maintains and protects the County's physical records and digital records throughout their life cycle. Incumbent, in consultation with the County Clerk, is responsible for the development and implementation of records policies to ensure legal compliance with rules and laws of the State Archives, including setting records retention schedules. The Records and Archival Manager also tracks and maintains certification status of division staff for Department of Justice and Department of State compliance, prepares and administers the division's budget, and oversees passport application services and the county's secure shredding services for all county departments. The incumbent serves as the County's Records Officer and reports to the County Clerk.

The Records and Archival 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. Maintains, directs, and organizes the Records Management Division of the Office of the County Clerk; interprets and applies federal, state and local law, including Oregon Administrative Rules; oversees secure off-site records repository of historic, permanent and other records for the County, document capture services of scanning and microfilming, digital records access via County's electronic document management system, offsite storage for County archival records, and confidential records shredding services; oversees records management of County's retention scheduling, records management training, and development of county-wide records policies and procedures; oversees and provides passport application acceptance processing and photo services to the public.
2. Hires and supervises division staff; actively participates in recruitment, selection, hiring, and retention of staff; coaches and mentors assigned staff; fosters a culture of continuous improvement; encourages professional development; 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.
3. Assists in creating an inclusive, positive, and supportive work environment; enforces a safe and secure workplace; establishes a culture of teamwork, accountability, and communication; participates in emergency management and public safety initiatives; works with the County Clerk and other management staff to create an environment where all people thrive, are celebrated for their diverse identities; and feel safety, trust, and belonging.
4. Tracks and ensures that County's physical and digital records are in compliance with State laws and rules; trains County departments on proper handling of County records; notifies departments regarding any changes submitted from the State Archives.
5. Analyzes and fulfills complex records requests for County departments; analyzes outside public records requests and directs requests to originating departments; communicates with departments regarding response timelines for compliance with Oregon State Archives records laws.
6. Tracks, calculates and submits quarterly division invoices for payment; prepares, administers and monitors annual and supplemental division budget; monitors and controls budget expenditures and revenues; works with internal departments for services, materials and equipment.
7. Analyzes required resources for records management program; identifies and projects current and future needs in records storage, document conversion, and records management activities; makes and implements long term records management program plans in consultation with County Clerk.
8. Creates, submits and administers Request for Proposals (RFP), Intergovernmental Agreements (IGA) and contracts; prepares RFPs for equipment purchases, hardware and software to include summary of scope of work and background statement of department; analyzes and prepares IGAs and contracts with external government agencies and ensures inclusion of key components; partners with County Finance and County Counsel departments in the negotiation of contract language; in consultation or with approval of County Clerk, creates and submits County Counsel approved IGA and staff report packet for approval by Board of County Commissioners.

9. Oversees County's secure shredding of confidential records destruction; monitors vendor routes and bin placement; monitors quarterly billing of destruction services to all County departments.
10. Coordinates with County's Disaster Management to prepare and maintain Records Management continuity of operation plan to support County's emergency operations center in the event of emergency activation.
11. Monitors County electronic records center database; prepares and distributes records destruction documents to County departments for approval; authorizes returned destruction documents for final disposition of approved records.
12. Evaluates records management systems and recommends to County Clerk new or modified methods to enhance records processing, protection and disposal; provides historical archive research assistance to the public and government agencies.
13. Oversees and processes passport applications for the general public, including regular, expedited and passport photo services; prepares annual inspection of Records Management by the Regional Passport Authorities; coordinates annual training for Records Management staff for certification and recertification to process passports applications.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Records management principles and current practices; electronic records storage and retrieval; principles of personnel management; micrographic and digital imaging technologies and quality control methods; archival film production; principles of budgeting and administration, including cost allocation.

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; participative management theories; preparation and administration of billing, invoicing, intergovernmental agreements and vendor contracts including request for proposals; diversity, equity, and inclusion in providing government services.

Skill to: Effectively administers a comprehensive records management program; analyze, interpret and apply State and other legal regulations; learn and apply a variety of computer software programs; plan, organize and direct division operations and assigned personnel; analyze information, prepare reports and make recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County employees, representatives from other organizations, and other stakeholders.

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.

Performs after-hours emergency response.

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, which must include three (3) years of leading and/or supervising staff, 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 includes 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 to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Within 30 days of hire, must meet all U.S. Department of State basic eligibility requirements (22 C.F.R. § 51.22(c) and (d)) including: passing U.S. Department of State background check and Agent Acceptance exams, be a U.S. citizen or U.S. non-citizen national, have no federal or state felony convictions, nor misdemeanor convictions for crimes involving moral turpitude or breach of trust.

Within 30 days of hire, must pass and maintain annual certification with both the Department of Justice and Clackamas County Public Health related to the confidential and secure handling and storage of paper records.

Edited: 1/17