

Jurisdiction Class: Competitive
EEO Category: Professionals
Revised: 05/15/2023

DIRECTOR OF RECORDS MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This technical position exists in the County Clerk's Office and involves responsibility for administering the records management program mandated by the Local Government Records Law. The work involves continual surveyance 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. Duties are performed in accordance with the local, state, and federal laws and guidelines. General supervision is received from the Records Management Officer, who is the County Clerk. Supervision is exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and maintains a comprehensive records management program in cooperation with local government officials in accordance with local, state and federal laws and guidelines;

Conducts the initial survey and analysis of records in the County Clerk's office.

Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives' Records Retention and Disposition Schedules;

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;

Establishes and supervises a storage center for inactive records;

Reviews all requests for records generating or storage equipment (i.e. filing cabinets, microfilm equipment, etc.) as it applies to the Local Governments Records Law.

Coordinates, carries out, or participates in planning for development of micrographics and automated data processing systems;

Establishes standards for proper records management in county departments and agencies;

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;

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 and administers purchase of records management supplies and equipment within the department;

Prepares special and annual reports on the records management program and its cost effectiveness.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of records management systems, methods, and techniques; working knowledge of government activities and procedures; ability to read and apply statutes which relate to records management; ability to organize and file a volume of records efficiently and accurately; ability to plan, direct, and coordinate the work of others; ability to prepare written reports; ability to bend, lift, climb, stand, and walk for long periods of time; ability to research records and deal positively with the public.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in records management, library science, history (any concentration), government, or a closely related field **AND** two (2) years of experience which involved acquiring, referencing, filing, refiling and disposing of records and/or organizing and writing proposals or grants; **OR**
- (B) Successful completion of sixty (60) credit hours in library science technology, history (any concentration), government, or a closely related field **AND** four (4) years of experience which involved, acquiring, referencing, filing, refiling, and disposing of records and/or organizing and writing proposals or grants; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, acquiring, referencing, filing, refiling, and disposing of records and/or organizing and writing proposals or grants;

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/05/1989
Revised: 05/26/1989, 07/22/1994, 04/24/2023, 5/15/2023