

RECORDS MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and technical position responsible for administering the Central Business Office Records Management Program of Oneida County BOCES and its component districts. This position is responsible for supervision and performance of assigned functions including purchasing, accounting, and reporting. Activities are carried out in accordance with the component school district policies under the direction of the School Business Executive. This position also involves the education of district staff in the establishment of sound records management practices by providing workshops, written program policy, publications and advice and assistance in records management techniques. Duties are performed in accordance with the local, state, and federal laws and guidelines. General supervision is received from the Assistant Superintendent for Business/Planning at Oneida BOCES. Supervision is exercised over the work of business office and other assigned staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Administers and manages a records management program, establishing standards for proper records management for twenty-six (26) school districts and two (2) BOCES in cooperation with the district Records Management Officer and State Archives and Records Administration in accordance with local, state, and federal laws and guideline;
- Conducts supervisory and administrative duties such as: Budget preparation and maintenance for 4 Co-sers (2 general and 2 federal funds), supervision of evaluation of several employees assignment and review of work, and overall program management (problem solving, staff and future program planning, etc.);
- Provide management by objectives, assigns and reviews work, supervise and evaluate non-instructional personnel, maintain discipline and strive to maintain high office morale;
- Oversee accounting functions such as payroll, encumbrance accounting and ledger accounting for five (5) school districts and Oneida BOCES;
- Supervise and provide other financial services such as treasurer's report, trial balances, cash receipts and cash disbursements journal, general ledger, revenue reports, vendor checks, warrant reports, financial statements and bank reconciliations (General Ledger and Accounts Payable functions);
- Oversee and coordinate the implementation of a computerized accounting program – financial applications for management in education (FAME). Currently oversee an on-line environment using terminals for the preparation of payroll and encumbrance accounting reports;
- Supervise bi-weekly payrolls including preparation of payroll checks, reconciliation trust and agency transfer and federal and state reports;
- Maintain and monitor an internal control system for each participating district's encumbrance accounting function therefore insuring the orderly and efficient conduct of business;

TYPICAL WORK ACTIVITIES: Continued

Develops and continually monitors a comprehensive regional micrographic/computerized information retrieval and storage system, making improvements as necessary.

Continually conducts research and development for the computer assisted records retrieval system for microfilmed records. Currently, this position is implementing a computerized database system for the records inventory within each school district;

Plans and supervises the records inventory process within each of the participating school districts, executing and updating a formal written plan (to be adopted as district policy) for microfilming, disposal or retention/storage of records based upon the inventory results;

Educates staff, district-wide, in the establishment of sound records management practices by providing workshops, written program policy, publications and advice and assistance in records management techniques, provides direction and training in the records inventory and microfilming process;

Supervises preparation and transmits financial reports to federal and state agencies.

Supervises and prepares the annual financial statement for the State Education Department;

Prepares special and annual reports on the records management program and its cost effectiveness. Develops informational publications and distributes them regionally to market the records management services;

Attends and participates in several local administrative meetings and state sponsored educational workshops to remain informed about records management and any new technology;

Interviews vendors to discuss product line, quality levels, and product availability.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Responsibility for directing a staff engaged in performing financial record keeping, auditing, reporting and related tasks, requiring planning, organizing, accounting, systematizing and supervision. Ability to provide leadership in developing and implementing long and short range goals; ability to work collaboratively with staff and district business officials to meet district's expectations and guidelines. Thorough knowledge of accounting methods and budgetary procedure, techniques of solving financial problems; principles of personnel supervision; purchasing and inventory practices.

Ability to readily acquire familiarity with laws, regulations, and policies; construct and maintain a budget including the appropriation of funds; plan, direct, and coordinate the work of others; identify and set priorities for self and staff; verbally explain and defend program budgets; interpret financial reports; and communicate effectively both orally and in writing. Thorough knowledge of records and information management systems, methods, and techniques; working knowledge of school district activities and procedures; ability to read and apply statutes which relate to records management; ability to prepare written reports accurately and efficiently; technical ability and knowledge of all areas pertaining to microfilm including meeting state regulations and maintenance of equipment; ability to trouble shoot various microfilm related and computer related problems. Incumbent must maintain excellent public relations skills, good judgement, thoroughness, and dependability. Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Library Science; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, records management, business administration, economics or closely related field **AND** two (2) years of experience which involved acquiring, referencing, filing, or disposing of records; **OR**
- (C) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university in library science technology, history, government, business administration or closely related field and four (4) years of experience as outlined in (B) and (D); **OR**
- (D) Graduation from high school or possession of a New York State Equivalency Diploma and six (6) years experience as outlined in (B) above.