

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7112
Pay Grade: C06

FLSA: Exempt

SUPERVISOR, RECORDS MANAGEMENT

MAJOR FUNCTION:

Performs responsible analytical and supervisory work overseeing the School Board's Information and Records Management System (IRMS) operations. Responsibilities include the planning, development, implementation, maintenance and disposition of all types of records within the school district. Position serves as an in-house consultant for the IRMS and services and handles special related projects, as needed. Provides guidance and direction to personnel involved in the work of Central Records, Central Files, and Druid Complex Plant Operations. Work is performed independently and reviewed through consultation and results obtained.

DUTIES AND RESPONSIBILITIES:

- Supervises assigned staff and provides direction to other related areas within the school system.
- Serves as the district's IRMS resource person and consults with various divisions, departments, and schools on implementation of a unified records management operation.
- Reviews existing and potential systems, ascertains user needs and analyzes current methods; prepares and recommends changes and/or new systems.
- Develops manual and/or automated Records and Information Systems.
- Oversees the operation and maintenance of the Records and Information Systems including creation, receipt, storage, retrieval, and disposition.
- Establishes records management policies and procedures, including those for the inactive Records Center, and resolves problems relating to these policies and procedures.
- Establishes procedures for analyses of records systems.
- Confers with vendors; makes evaluations and recommendations of equipment for purchase to management; may participate in the negotiation of vendor contracts and agreements.
- Prepares and presents Records and Information Management programs to management and user organizations, as needed.
- Supervises and/or conducts training for staff, schools and user department to ensure system standardization; conducts annual workshops for school records clerks at all levels.
- Develops, maintains and annually updates the Student Records Manual.
- Monitors on-going programs for effectiveness and mandatory compliance with State records retention guidelines.
- Analyzes, categorizes and classifies current records, as appropriate, to develop record retention schedules.
- Plans and manages for efficient utilization and maintenance of the Druid Complex facility.
- Handles special projects and applies a working knowledge of Records and Information systems and their applications to include but not limited to forms management, micrographics, reprographics, and mail management.
- Prepares an annual budget for assigned area; develops a long-range department budget.
- Establishes a vital records protection program.
- Develops and maintains a uniform districtwide filing system.
- Directs and reviews records and equipment inventories.
- Develops, implements and maintains the "custodian of record" designation for all district records.
- Serves as "Records Management Liaison Officer" in district contacts with the Florida Department of State, Bureau of Archives and Records Management.
- Coordinates the work of the district Paper Flow Committee and prepares its annual report for submission to the district School Board.
- Oversees the transfer of student records from school to school at the end of the each school year.
- Directs, implements, and maintains the deletion of challenged materials from student records.
- Serves on related professional district committees and participates in seminars and conferences pertaining to records management, as required.

- Performs other related duties, as required.

SUPERVISOR, RECORDS MANAGEMENT

MINIMUM QUALIFICATIONS:

Bachelor's degree in Library Science, Business Administration, Management Information Systems or a related field, plus five (5) years progressively responsible experience in records and information management, to include two (2) years of supervisory or coordination experience in a large scale government - related environment.

ISSUED: 9/88 MW; BOARD APPROVED: 10/12/88; REVISED: 3/95 PBL; BOARD APPROVED: 6/13/95

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, RECORDS MANAGEMENT

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| | | | | | |
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | | X | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | X | | | |
| 6. Carry objects weighing 21 to 50 pounds | | X | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | X | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | | | X | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Supervisor, Records Management - PTS