

MANAGER, RECORDS MANAGEMENT

Job Code	Pay Grade
19128	150

Nature of Work

This is highly responsible administrative and technical work managing the Records Management Program for departments under the Clerk of the Circuit Court, Board of County Commissioners, the Independent Departments and the Court Administrator's departments. Incumbents in this class have responsibility for organizing, planning, and coordinating the Records Management Program, including: records retention, storage, destruction, imaging and microfilming services. Work is performed under the general direction of a Director or Executive Director of Court & Operational Services Division and the incumbent is held responsible for independent work decisions, which are based on experience and knowledge of departmental operations. The more difficult administrative policy or procedural questions are referred to a supervisor for decision.

Minimum Qualification Requirements

- 7 years progressive experience in Records Management and administrative analysis work that includes 1 year of supervisory responsibilities in a related field and extensive knowledge of State of Florida Public Records Law and regulations; or
- Associate's degree in public administration, business administration or related field and 5 years progressive experience as described above; or
- Bachelor's degree in public administration, business administration or related field, and 3 years progressive experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience and knowledge in the operation, repair and maintenance of micrographic and/or imaging equipment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages, directs, plans and coordinates all records management functions and personnel in the Records Management Department, including supervision of the records storage centers and the destruction of forms and records.
- Plans, develops and implements program practices and procedures for the Records Management Department.
- Assigns and reviews the work of subordinate technical and clerical employees; trains personnel in equipment operations.
- Supervises the operation of a variety of micrographic and processing equipment used in a microfilming operation.
- Plans, prepares and monitors the budget for the Records Management Department.
- Establishes priorities of work orders to ensure the most economical use of equipment and personnel.
- Acts as records liaison between state offices and all offices within Pinellas County Government.
- Maintains accurate inventories of equipment and supplies.
- Monitors on-going programs for effectiveness and mandatory compliance with state records guidelines and judicial retention schedules and requirements.
- May administer equipment maintenance programs and schedules, adjustments and repairs as required.
- Reviews all documents and transactions prior to submission to the Florida Department of State, Bureau of Archives and Records Management.

MANAGER, RECORDS MANAGEMENT (continued)

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Illustrative Tasks (continued)

- Plans, directs, implements and supervises the various programs conducted by Records Management Department which includes the following: provides approved destruction authorization for records which have met their retention period for all departments; analyzes records and sets retention schedules for those items which are not covered by the Bureau of Archives and Records Management; provides secure and accurate inactive file storage for all departments, independent agencies and the Court Administrator; arranges for the accurate retrieval of records upon request and their proper re-filing; arranges for the recycling of documents which have been approved for destruction and/or their disposal by fire or shredding of material of a more confidential nature.
- Manages the Micrographic Program for departments under the Board of County Commissioners, the Clerk, Court Administrator, and other Appointing Authorities utilizing these services.
- Confers with departments, agencies, County Attorney's office, other users, etc., in planning various projects and determining methods and procedures used to effectively carrying out the Records Management functions.
- Develops and implements policies and procedures for the storage of inactive records.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern records management methods, principles and practices in the field of document imaging technology.
- Knowledge of laws and rules of procedure related to records management, inventory and retention.
- Knowledge of the principles of office management and supervision.
- Knowledge of a variety of micrographic processing, duplicating and imaging equipment and applications.
- Ability to plan, organize, assign and supervise the work of the Records Management staff.
- Ability to operate, repair and maintain micrographic and imaging equipment.
- Ability to categorize and classify current records to develop record retention schedules.
- Ability to understand technical documents relating to emerging technology which impacts records management.
- Ability to communicate and provide information clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by assignments.

For official use only

Revised	EEOC Code	Overtime Code
6/15	Officials & Managers	Exempt