Job Family | General Administration
---|---
Job Function | Records Management
Category | Supervisory & Management

Job Summary
Involves developing and managing procedures that promote sound, efficient, and economical records management, which includes creation, organization of, and access to records; maintenance, retention and disposition of administrative records; and security and privacy of records. Supports the management of recorded information, consults with users to develop compliant, secured and trustworthy record keeping systems that are efficiently maintained, establishes processes and guidelines to dispose of records when their administrative, legal, audit, regulatory and historical value have ceased. Ensures compliance to standards, applicable laws and internal policies, and operating procedures for consistent creation, maintenance and use, and disposition of University records. May include classifying, storing, securing, and destroying (or in some cases, archival preservation) records or consulting others on how to apply best practices to such activities.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Supervisor 1</th>
<th>Supervisor 2</th>
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</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Records Supervisor 1</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td>4710</td>
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<tr>
<td>Tracking Code</td>
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<tr>
<td>Personnel Program</td>
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<td>PSS</td>
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<tr>
<td>FLSA</td>
<td>Exempt</td>
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</tr>
</tbody>
</table>

Generic Scope
Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

Custom Scope
Supervises the day-to-day operations of the records management program. Ensures quality control and compliance with established standards and procedures. Assigns, monitors and reviews progress and accuracy of work of records management staff. Works on complex records management issues on behalf of internal and/or external customers.

Key Resp 01
Oversees the day-to-day records operations of the department or unit.

Key Resp 02
Ensures compliance with established standards for receiving, selecting, classifying, controlling, and accessing all types of materials.

Key Resp 03
Manages system user administration, dictionaries, security, access control lists and quality control processes to ensure document integrity for electronic document collection, storage and retrieval.

Key Resp 04
Works on complex records management issues on behalf of internal and/or external customers.

Key Resp 05
Supervises the work of a department with responsibility for quality and quantity of work.

Key Resp 06
Distributes and sets up work; monitors the progress of work of the department.

Key Resp 07
Recommends personnel-related actions.
## Job Family
General Administration

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## Job Function
Records Management

## Category
Supervisory & Management

### Job Level
Supervisor 1

#### Key Resp 08
Participates in the selection, development and evaluation of staff to ensure the efficient operation of the function.

#### Key Resp 09
Interacts with department or unit level management to provide guidance about records issues.

#### Key Resp 10
Researches and resolves records management issues and discrepancies.

#### Key Resp 11
Ensures delivery of quality customer service to various constituencies.

#### Key Resp 12
Provides the records management function in support of University administrative purposes, historical research, and information governance, including legal or Public Records Act compliance.

#### Key Resp 13

#### Key Resp 14

#### Key Resp 15

#### Education 1
Bachelor’s degree in related field and / or equivalent experience.

#### Education 2

#### Education 3

#### Education 4

#### License 1

#### License 2

#### License 3

#### License 4

#### Cert 1
Certified Archivist (CA) and / or Certified Records Manager (CRM) preferred.

#### Cert 2

#### Cert 3

#### Cert 4

#### Spec Cond 1

#### Spec Cond 2

#### Spec Cond 3

#### Spec Cond 4

#### KSA 01
Advanced knowledge of records management principles and practices.

#### KSA 02
Advanced experience with automated storage and retrieval systems, and electronic records.
## Job Summary

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<tbody>
<tr>
<td>KSA 03</td>
<td>Advanced organizational skills and ability to multi-task with demanding timeframes.</td>
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<tr>
<td>KSA 04</td>
<td>Interpersonal skills to effectively motivate others.</td>
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<td>KSA 05</td>
<td>Skills to evaluate issues and identify resolutions.</td>
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<td>KSA 06</td>
<td>Communication skills: both verbally and in writing.</td>
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<td>KSA 07</td>
<td>Ability to effectively manage multiple priorities.</td>
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<tr>
<td>KSA 08</td>
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<tr>
<td>KSA 09</td>
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<td>KSA 11</td>
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<td>KSA 15</td>
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<tr>
<td>Environment</td>
<td>Office settings and various external venues.</td>
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<tr>
<td>Career Path 1</td>
<td>Records Mgr 1</td>
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<td>Career Path 2</td>
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<td>Career Path 6</td>
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