



JOB DESCRIPTION

<u>POSITION:</u>	RECORDS COORDINATOR
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full time, Non-exempt Staff Position
<u>WORK WEEK:</u>	Monday – Thursday, 6:30 a.m. to 5:00 p.m.
<u>SUPERVISOR:</u>	Communications & Government Relations Manager
<u>SALARY:</u>	Range 18 (\$4,880 to \$7,931 per month effective 1/1/2023)

PURPOSE: To organize, schedule, and perform records management functions, including training, storage, retrieval, assign retention, and document destruction in compliance with Federal and Washington State law; to represent the District in dealings with public, State, legal and other agencies; to protect the integrity, security, and confidentiality of all documents and records to facilitate accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Ensure an effective District Records Management Program by coordinating the District program components and maintaining the District's central filing and related public records storage system and identifying department-specific uses and issues regarding records and advising on effective solutions that meet both functional needs and regulatory record requirements.
- Ability to assess District work product, assign DAN numbers, retention schedules, and file organization within the RMS.
- Develop a procedural manual and training tools for the RMS; train all employees in its use, including how to use the RMS; following up to ensure continual compliance.
- Manage the RMS and make changes as needed to reflect changing processes and technologies.
- Collect, scan, index and file District documents.
- Ensure that confidential records are maintained and stored in a secure manner.
- Diplomacy, discretion and ability to maintain confidentiality of records and information relating to record content.
- Stay informed of changes to Federal and Washington State Guidelines for physical and electronic document retention to ensure the District's compliance; incorporate any CORE and local agency retention updates into the District's and departmental Records Retention and Destruction Schedule(s).
- Coordinate the timely destruction of the District's physical records and the deletion of the District's electronic records in a safe and confidential manner in accordance with the District's Retention and Destruction Schedule, ensuring compliance with documentation, legal mandates, and District needs.
- Work with the Auditor to balance legal retention requirements with the District's needs, to ensure that the exposure of risk is minimized.

ESSENTIAL JOB FUNCTIONS (continue):

- Act as the main contact when dealings with the Washington State Division of Archives and Records Management and the Local Records Committee.
- Stay current and communicate issues and changes to the Public Records Act and related WACs, information management philosophies, practices, trends, systems and techniques.
- Assist in the planning and administration of Disaster Preparedness and Essential Records Protection plans; provide guidance on vital record locations and recovery priorities by identifying requirements, recommending measure to protect essential records, and ensuring the back-up of essential documents.
- Coordinate with Information Technology staff in the installation, testing, troubleshooting, user access, and business processes of RMS.
- Ensure electronic document security and confidentiality.
- Coordinate records and recycling activities among departments.
- Perform records research and document retrieval for employees and others as requested; maintain log of requests; re-file boxed records and documents after retrieval.
- Remain current with advances in records management systems and apply training and experience to real world problems.
- Keep accurate inventory of supplies and order as needed.
- Recommend equipment purchases as needed.
- Attend records management conferences, meetings and seminars regularly in order to keep education and knowledge of issues up to date.

ADDITIONAL JOB FUNCTIONS:

- Assist in preparation of annual budget; monitor and maintain expenditures within approved budget levels.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- May perform courier duties as needed.
- Perform other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must demonstrate a high level of attention to detail.
- Must be proficient in the operation and maintenance of cameras, retrieval units, copier, electric paper shredder, fax equipment, scanner, CD burner, and other equipment as needed.
- Must have a working knowledge of filing systems and strong organizational skills.
- Must have basic skills for operation of a computer workstation.
- Must demonstrate a good work ethic by promptness and efficiently accomplishing all tasks.
- Must have the ability to communicate accurate, clear, courteous discrete and concise written and verbal information and instructions with other employees, management and the public.
- Proficient in business letter and report writing and preparation.
- Must have the ability to operate equipment safely and efficiently to facilitate completion of job functions.
- Must have the ability to plan and maintain organized work schedules.
- Must have math, reading, and writing skills required for the job functions.
- Must have the ability to train others in necessary job skills.
- Accurate typing speed of 40 words per minute required.
- Must develop a working knowledge of safe work practices and accident prevention procedures, tools, and equipment as related to job functions.

Knowledge, Skills and Abilities (continue):

- Demonstrate strong problem-solving skills, including maintaining an efficient and professional atmosphere within the work group at all times.

Education, Experience and Training:

- Associate of Arts or Associates of Applied Sciences Degree preferred, or a minimum of 2 additional years of directly related experience and records management certifications.
- Must have four - six years of professional office experience in a high-volume, detail-oriented environment with emphasis on records management, program administration, compliance, legal support or other related areas. Must include office machines and techniques.
- Prefer recent experience with records in Washington State, public sector.
- Experience with microfilm/microfiche equipment and processes required.
- Experience with electronic data and records management software is required.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will generally be performed in an indoor office or warehouse environment. There will be occasional outdoor work in moderate weather.
- The job functions require traversing areas where footing may be poor and the ground uneven.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions around mechanized equipment will present the need for alertness and safety awareness.
- The job functions may require climbing ladders to retrieve and replace boxes of records.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 40 pounds. Boxes and supplies are lifted on and off shelves up to a height of 6.5 feet.
- The work requires the ability to answer questions and communicate with coworkers and others in person and on telephones.
- The work requires the ability to operate office machines, tools, and equipment associated with the job functions.
- Work activities involve combinations of walking, climbing stairs and ladders, pushing, pulling, bending, lifting and carrying, and sitting and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job duties involve the use of microfilm/microfiche equipment, word processing equipment, typewriter, copy machines, computers, facsimile equipment, telephones, retrieval devices, cameras, scanner, CD burner, and general office equipment.
- The job duties require driving District vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles, and tools.