

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Records Management Specialist	
<i>Supervisor:</i> Executive Director of Technology	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 11

Job Summary

The records management specialist recommends, maintains, and oversees the implementation of the school district's records retention policy; coordinates with all district department heads and principals to identify and document vital records that, by law, must be archived; administers and maintains an electronic records management system; oversees scanning operations performed by permanent and temporary employees across several departments.

Essential Job Functions

Develops and implements standards for maintaining electronic and paper records and files and document guidelines and procedures used by all schools and administrative offices based on the Alaska State Archives and Records Management Services (ARMS), Model Records Retention Schedule for Alaska School Districts.

Trains individuals on the principles of the records management information life cycle and once records are retained, how to retrieve records electronically.

Assists users to analyze, appraise, organize, index, and inventory records and materials in accordance with established standards and procedures and develops records destruction/recycling guidelines and procedures.

Schedules, oversees and trains staff in scanning appropriate documents and files into the electronic records management system. Assists managers in screening and selecting individuals as temporary employees used for records management tasks.

Develops database indexes and queries to find and retrieve archived records to meet departmental needs. Develops individualized screens to display retrieved records.

Provides sustained user support to include supplemental record scanning, retrieval queries, and refresher training.

Maintains current knowledge of laws and innovations related to records and archives management.

Manages operational status of scanners, and records related software applications used in the records management office. Schedules and oversees the completion of shredding operations for all district records.

Responsible for the offsite organization and storage of records.

Archives and maintains records through microfilm camera and readers.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Personal computer, printer, and scanner, microfilm camera and reader. Optix Records Management System, Tyler Content Management System, Tyler Munis, and PowerSchool Premier.

Independent Decisions

Exercises good judgment in prioritizing requests from district staff for records retention, and determining the best method to resolve each request to ensure records are indexed and stored for user friendly and meaningful retrieval. Use discretion and independent judgment related to the development of district retention policies and recommendations to district managers regarding general business operations involving official records.

Primary Working Contacts

Makes daily contact with school administration, administrative center staff, and other school district personnel.

Responsibility for Cash, Equipment, Safety

Routine care for computer equipment.

Supervision Received and Exercised

None given; supervised by the executive director of technology.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Two (2) years of post-secondary education; however, progressively responsible experience in a records office or as a records manager or records analyst may be substituted on a year for year basis.
2. Two (2) years of experience with electronic records management software and principles to include effective retrieval of records by use of searching indexes, as well as the understanding of the use of legal holds on electronic records.
3. Basic knowledge of Windows Operating Systems.
4. Working knowledge of records management software including database management.
5. Knowledge of modern office methods and procedures for filing, indexing, records retrieval, proper English usage, spelling, punctuation and grammar.

6. Working knowledge required of Family Education Rights and Privacy Act (FERPA).
7. Demonstrated skill and ability to communicate effectively through speech, writing, and visual presentations.
8. Must be able to function with minimal direction and to perform work in an organized and professional manner under stressful situations and pressures of short deadlines.
9. Ability to deal effectively and harmoniously with the public and maintain effective working relationships with other employees, including management level.
10. Demonstrated ability to operate a personal computer for a variety of computer programs (MS Word & Excel, PowerPoint, Adobe Professional software).
11. Knowledge of modern office methods and procedures for filing, indexing, records retrieval, proper English usage, spelling, punctuation and grammar.
12. Demonstrated ability to maintain confidentiality of information and ability to use independent judgement.

The following are preferred:

1. Bachelor's degree in records management, public administration, or related field.
2. Experience with Tyler Content Management Software.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.