

RECORDS ADMINISTRATOR (Temporary)
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Records Management Consultant this grant-funded position will be responsible for classifying, organizing and managing electronic records temporarily (one year). This position will work with the to preserve old records, reduce storage space needs, reduce time needed to locate records, and to design a holistic approach to recognize and classify active paper and electronic files.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Designs, organizes and classifies active paper and electronic files;
- Implements file classification systems;
- Develops written policies and procedures to guide the District in classifying and storing records;
- Conducts district-wide training for administrators and employees ;
- Improves access and reduces retrieval time for inactive files;
- Reduces storage space needed for inactive files;
- Organizes records and provides safe and secure storage;
- Trains staff in document microfilming preparation and preliminary indexing;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of classifying, organizing, and managing electronic records;
- Good knowledge of local, state and federal laws, rules and regulations concerning the disposition of public records;
- Good organizational skills;
- Good knowledge of personal computers and office equipment;
- Ability to prepare reports and keep records;
- Ability to understand the generation, use and disposition of public records;
- Ability to communicate effectively with administrators and employees;
- Dependability;
- Confidentiality;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Information Science, English or a similar field, **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Information Systems, Liberal Arts, or similar field and three (3) years satisfactory, full-time paid experience in records management.; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience in records management; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.