

RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Records Manager is responsible for assembling, cataloguing, preserving, and managing government records of the City of Albany. The work involves contact with records coordinators in government agencies to determine storage needs and provide records management advice. The Records Manager acts primarily as a liaison between the Hall of Records and its client agencies. The incumbent will work to create and maintain accessible, retrievable computer archives and databases, incorporating advances in electronic information storage technology. The incumbent works closely with records center and data entry personnel and may have responsibility for document requests. The incumbent will preserve records, documents, and objects, copying records to microfilm, microfiche, disk, or computer formats as necessary. The work is performed under the general supervision of the Commissioner of Administrative Services. The incumbent may be responsible for supervision of the records center as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads, plans and manages the City's records management program;
- Conducts surveys of departments to determine space needed for storage of records, types of records, condition, necessity of, arrangements for storage, legal or historical value of records and the need for retention or disposition of records;
- Participates in the disposition of records held by the City offices according to local, state and federal rules and regulations;
- Serves as the technical expert on city-wide electronic and non-electronic records management issues;
- Advises senior management on adequacy of documentation, creation, and management of city records, keeping senior management informed on current and projected operational requirements, issues, legislative, and regulatory matters;
- Ensures that Department/Agency personnel are knowledgeable and kept current about records management principles and requirements, and that they receive records management training appropriate to their needs;
- Instructs employees in the proper procedures for processing and packing of records to be sent to the records center;
- Periodically surveys offices to ascertain records for future disposition purposes; receives requests for the processing and release of records from the center; retrieves and releases records after appropriate clearances are received;
- Ensures that archives can be made accessible to a wide range of users;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of archival management, arrangement, preservation of historical records and documents;
- Good knowledge of local, state and federal laws, rules and regulations concerning the disposition of public records;
- Ability to understand the generation, use and disposition of public records;
- Ability to analyze problems and derive practical solutions for records maintenance purposes;
- Ability deal effectively with administrators, employees and the general public;
- Ability to recognize historical documents and to arrange for their preservation;
- Ability to prepare reports and keep records;
- Ability to follow oral and written directions;
- Familiarity with the use of computers;
- Good organizational skills;
- Good analytical skills;
- Dependability;
- Confidentiality;
- Sound judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from an accredited four-year college or university with a Bachelor's Degree (or higher) and one (1) year of experience in a public or private archives or records management office or in library services; **OR**
- (B) Graduation from an accredited two-year college with an Associate's Degree and three (3) years of experience in a public or private archives or records management office or in library services; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a public or private archives or records management office or in library services; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A) through (D) above.

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