

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Records Management Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate and execute the district records retention plan, digitize permanent records, and coordinate efforts when record destruction is to take place. The position serves as liaison between school personnel, individuals, school districts and agencies while providing professional and courteous customer service at all times. The position works under general supervision according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Maintain thorough understanding of Florida Division of Library Services record retention schedules related to school districts and be able to provide definitive guidance in this area.

Oversee retention of records in accordance with Florida Division of Library Services procedure and all applicable business and legal requirements.

Acts as system administrator for the records retention software. Serve as the technical expert for staff questions about software.

Act as records liaison for all school, business staff, and members of the public regarding records questions.

Maintain inventory of all paper records housed in MCSD records warehouse.

Periodically monitor and review stored records to ensure records are destroyed in compliance with the Records Retention Schedule. Work with IT to ensure electronic records are being destroyed according to the same schedule.

Track and manage the process of disposal of records ensuring proper destruction records are kept.

Audit record retention processes (scanning and disposal) of each school and business division to ensure compliance with Records Retention procedure.

Partner with IT in developing and enhancing processes, policies and controls around Data Retention and Data Security as well as electronic record keeping.

Coordinate training of staff handling records to ensure understanding of records retention procedures, uniformity of process and understanding of software.

Initiate notifications whenever there is a system change or change in process.

Performs routine clerical duties as necessary, including copying and filing documents, scanning documents and preparing documents for archival storage, shredding documents, collating materials, faxing information, maintaining logs and mailing lists, processing mail, ordering supplies.

Responds to inquiries and requests for transcripts from school personnel, parents, students, other districts and agencies, and the general public.

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Serves as liaison between the school personnel, other school staff, students and the general public.

Performs routine administrative /office tasks as required including but not limited to preparing reports and correspondence, copy, filing and scanning documents, answering the telephone.

Attends training / seminars as required to maintain and enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters, or posts data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

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Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervise the activities of those operating or repairing complex machinery or equipment that requires extended training and experience.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for safety and health of others and provides minimum opportunity for exercise of care to effect safety of others in performing duties of the position.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires associate’s degree or the equivalent of two years of college or vocational school education in accounting, business or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Florida Certified Records Manager (FCRM) Certification preferred.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by

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the position.

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Internal Services

Supervises:

N/A

PAY GRADE: From: 126.01 To: 126.25

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 7/5/2013
Aligned Title Change 2/1/17
Board Approved 3/21/17