

LANCASTER COUNTY RECORDS ADMINISTRATOR

NATURE OF WORK

This is responsible administrative work; the Records Administrator performs a variety of electronic records functions as well as managing electronic records for the County under the jurisdiction of the County Clerk's office.

Work will involve maintaining and updating electronic records including but not limited to agendas, minutes, resolutions, contracts, bids, licenses and permits for proper record type, classification, retention and disposal; as well as configuring the ERMS for County users, training users and interfacing with Information Services. General supervision is received from the Chief Deputy and County Clerk with work being reviewed in the form of accuracy, compliance and results achieved. Supervision may be exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Insure and maintain the accuracy of all electronic records on file in the County Clerk's office; assist in records verification and auditing of daily recordings to insure accuracy of information.

Operate scanning equipment and applicable conversion software to capture data and preserve documents according to established retention schedule; file and record information for scanning including production and preparation of data.

Serve as record retention subject matter expert and respond to management related inquiries regarding applicable state statutes and issues related to the ERMS.

Oversee the overall operation of the records area including coordination, continuity, fiscal accountability, customer service and compliance with relevant statutory/administrative requirements.

Direct the storage activities for all designated official electronic records for the County.

Interface with Information Services to ensure appropriate operation and system back up; coordinate disaster recovery processes with Information Services.

Develop procedures to specify how records are stored and identified to facilitate ready access; conducts record inventories comparing records to retention policies and procedures.

Responsible for application configuration and security of the ERMS across the County.

Research, identify, review, evaluate and recommend emerging record storage technology as well as recommend modifications to various methods and processes as a result of technology.

Network with county management staff to understand records needs and specific departmental applications.

Maintain the property valuation protest database, and marriage license data base.

Develop, document and maintain records information management system for assigned areas across the County.

May be responsible for training of ERMS users, and acting as a resource for all county users.

Respond to customer requests for information, coordinate assigned projects and perform other job related duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the statutory requirements governing record retention.

Considerable knowledge of database maintenance and records management applications.

Ability to communicate effectively both orally and in writing, including the ability to take extensive notes and transcribe lengthy communications.

Ability to establish and maintain effective working relationships with public officials, other employees and the general public.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to exercise sound, independent judgement in decision making and operate within established guidelines and procedures.

Ability to handle and maintain confidential and sensitive information including, but not limited to, department communications, documentation and transactions.

Demonstrated skill in interpreting department and related records management processes.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration computer science or related field plus four years of experience in managing public records and/or public information or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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