

LANCASTER COUNTY RECORDS MANAGEMENT DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the activities of the Lancaster County Records Management Department.

Work involves managing City and County records requirements by providing scanning, microfilming, hard copy storage, retrieval, records destruction, and consultation to all County departments and contracted City departments; preparing and administering the departmental budget and monitoring budgetary expenditures; reviewing, evaluating and developing short and long range plans, and establishing and supervising policies and procedures, for the Department and for each service area. Work is performed under the general supervision of the County Board of Commissioners. Supervision is exercised over subordinate departmental staff.

EXAMPLES OF WORK PERFORMED

Assists City and County departments in developing records management strategies including electronic imaging and microfilming options, hard copy storage and retention/disposition of information; prepare proposals and conduct demonstrations in order to market records management services to County and City departments; coordinate and supervise all record transfers to the Records Center; prepare and maintain all departmental record storage indexed; consult with the County Board regarding current and future record and information management issues when requested.

Supervise, assign and evaluate the work of departmental personnel; develop, revise and communicate departmental plans, policies and procedures; schedule and assign record scanning and microfilming procedures; determine work supply usages and maintain inventory levels; prepare budget documents/ reports and monitor departmental expenditures and contracts.

Maintain effective working relations with contracted service providers and governmental officials; research and investigate new technology for electronic and paper record storage and retrieval; plan for program developments and improvements.

Use a county vehicle to perform a daily delivery route as needed; deliver boxes, files and mail to County and City departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of records and information management systems and applications.

Extensive knowledge of micrographics equipment, electronic image capture equipment, and electronic imaging software.

Extensive knowledge of State, county, and municipal requirements related to record maintenance and retention.

Knowledge of public budgeting principles and methods.

Ability to plan, organize, supervise and evaluate the work of subordinate staff and contracted personnel.

Ability to evaluate work processes and formulate work policies and procedures.

Ability to plan, organize and supervise the operation of a records facility utilizing a diverse work force.

Ability to perform heavy lifting.

Ability to establish and maintain effective working relationships with government officials, contracted and service provider personnel, co-workers and the general public.

MINIMUM QUALIFICATIONS

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

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license and the ability to be insured by the County's insurance carrier.