

LANCASTER COUNTY RECORDS COORDINATOR

NATURE OF WORK

This is administrative work relating to records management and storage services for the City of Lincoln and Lancaster County departments.

Work involves managing City and County records requirements by providing electric scanning, microfilming, hard copy storage, retrieval, records destruction, and consultation to all County departments and contracted City departments; and establishing and supervising policies and procedures for each service area. Work is performed under the general supervision of the Chief Administrative Officer. Supervision is exercised over subordinate technical and clerical 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 technical and clerical records personnel; develop, revise and communicate departmental 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; deliver boxes, files and mail to County and City departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of records and information management systems and applications.

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

Considerable knowledge of State 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 some 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

Employees must possess a valid driver's license.