

## **RECORDS MANAGER**

### CODES/PAY RANGE

Class Code: 1633      EEO Code: B      FLSA: E Pay Range: 210

### MAJOR FUNCTION

Responsible work planning, organizing, directing, and coordinating an ongoing program of records and information management for the County Manager's office.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Provides interpretation and implementation of Florida statutes and rules on public records and records management.

Coordinates retention of all official documents relative to the County Manager's office in compliance with the Florida Public Records Laws and Public Records Management program.

Coordinates public records requests directed to the County Manager's office.

May prepare various routine and special reports. Conducts research as necessary to complete special projects for administrative staff.

Maintains positive working relationship with county divisions as well as public officials, media, and other jurisdictions.

Coordinates electronic retention of County Manager's Office documents, as necessary.

Works with Information Technology to update software requirements, as necessary.

Provides instruction to staff as to retention requirements and acceptable modes of destruction.

May be required to supervise subordinate staff.

Performs special projects as directed.

Performs related work as required.

**(Records Manager continued)**

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the Florida Public Records Laws and Public Records Management program. Knowledge of computer technology used for record storage and retrieval.

Knowledge of research and report writing techniques.

Ability to supervise.

Ability to coordinate and evaluate records and retention programs.

Ability to work independently. Ability to communicate effectively, orally and in writing.

Ability to establish effective working relationships.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Political Science, Public Administration, Social Science or a related field.

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

**ADA REQUIREMENTS**

Physical Demands: Sedentary work. Ability to see. Ability to lift (10 lbs), carry, push, pull, handle, climb, crouch/kneel, reach; finger dexterity.

Environmental Demands: Inside work. Exposure to chemicals, dust, confined spaces, and poor ventilation.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, instructions, reports, letters, and summaries. Ability to, summaries, letters, procedures, and policies. Ability to perform general mathematical functions. Ability to speak clearly and concisely; conversant in policies and techniques.

Revised 1/09  
Revised 10/94