

## **RECORDS MANAGEMENT SUPERVISOR**

### **DEFINITION**

Under supervision, provides day-to-day supervision of assigned staff and activities, and performs specialized work in the storage and preservation of court and administrative records; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory-level class in the records management series. Incumbents are responsible for supervising records management staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Explains records management, storage, and preservation policies and procedures to users; keeps a list of frequently asked records management questions and answers; and may serve as liaison or consultant to the courts.
- Advises users of their responsibilities under the records management statutes and rules.
- Monitors and ensures appropriate application of records retention schedule.
- Budgets for and purchases records management operation supplies and equipment.
- Appraises, categorizes, and verifies records for storage and retention indices and schedules.
- Evaluates, recommends, and implements records management, indexing, and retrieval procedures that are not covered by policy methods.
- Oversees records' confidentiality and security.
- Assists in developing specifications for and negotiating contracts and agreements, as assigned.
- Keeps informed of the latest records management products and techniques.
- Oversees the transfer and transportation of records and files to off-site locations.

- Staffs advisory committees, as assigned.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles, policies, and procedures of records management and preservation.
- Imaging and records management equipment, materials, and standards.
- Budgeting and purchasing techniques.
- Operation and maintenance of a records storage center.
- Safety principles, practices, equipment, and materials related to the work.
- The operation of personal computers and the use of specified computer applications, such as word processing and data entry.

#### **Ability to:**

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Budget for and purchase records management operation supplies and equipment.
- Apply records management principles, policies, and procedures.
- Keep current on product information pertaining to records management.
- Operate personal computers and use specified computer applications, such as word processing and data entry.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### **Licenses and Certificates:**

None.

#### **Education and Experience:**

Equivalent to graduation from high school and five years of progressively responsible experience in records management and preservation, including a minimum of one year of supervisory experience. Possession of a directly related degree may be substituted for two of the five years of experience.

OR

Two years as a Records Technician II with the judicial branch.