



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Records Retention Manager
Jurisdictional Class: Competitive
Civil Division: County Departments
Adoption: CSM 11/26/19
Revised: CSM 1/21/20

DISTINGUISHING FEATURES OF THE CLASS:

This technical position involves the oversight and coordination of a state-mandated county records management program. Responsibilities encompass storage, preservation and disposition of public and non-public records created by all county departments. The incumbent works closely with county and state records management officials in accordance with local, state, and federal laws. The incumbent in this position will write, finalize, and/or assist with writing records-related grants. The incumbent will supervise two full-time staff, as well as manage an ongoing partnership with BOCES, who provide disabled individuals who work part-time to complete shredding for the County. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the planning and implementing of the County's Records Retention Center renovation and upkeep, including the assembly of shelving, design floor layout, and maintain the office supply inventory;
Implements and maintains inventory control, accessibility systems, and disposition facilities;
Reviews all permission requests which allows access of all records in every department;
Coordinates state retention schedules for disposition of obsolete records;
Manages the storage of inactive records;
Develops document imaging and indexing strategies to increase efficiency of records retention operations;
Coordinates annual purge for any department that need this done, and coordinates records intake on a regular basis;
Retrieves documents from storage area for all county departments and members of the public;
Play leading role in managing a digital-only focused records retention initiative;
Attends NYS Archives records management workshops, either in-person or online;
Implements management and preservation of archival records and guarantees the availability of documents for research;
Scan and shred documents as needed;
Maintains established storage and filing system for ease of document retrieval;
Establish cross-reference index for record locations;
Coordinates microfilm storage;
Prepares a monthly report for the County Clerk that includes tracking a list of activities including the number of retrieval requests, documents scanned and documents destroyed;
Prepares the Retention Center's annual budget for approval;
Makes purchase order requests utilizing county financial software;
Maintains invoice shredding services for the Health and Human Services Department;
Responsible for tracking and depositing copy fees in the County Clerk's fee system, and for sending out invoices to the Title Searchers and Abstract companies on a monthly basis;
Reports directly to the County Clerk; charged with keeping the County Clerk informed about grant opportunities regarding the preservation and digitizing of archival records and other activity in the center;
Writes, or assists with writing grants, and seeking grant opportunities regarding document preservation, digitizing and maintenance of all county records;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Proficient in Microsoft Office;
Good knowledge of record keeping systems, procedures and related terminology;
Good knowledge of indexing procedures and methods used to organize records;
Good knowledge of various types of records utilized and maintained in public offices;
Working knowledge of State laws, rules and regulations governing retention and disposition of records;
Ability to work independently and efficiently;
Ability to lift records boxes that could weigh up to 40 pounds and load bags of shredding into a cart;
Ability to file and index documents rapidly and accurately;
Ability to organize and maintain filing systems;
Working knowledge of grant proposals, grant writing, and the oversight of grant regulations;
Ability to effectively work with the provide excellent customer service to the general public, attorneys, title searchers, department heads, legislators, historians and others;
Working knowledge of all basic office machines and scanners.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and EITHER:

- (A) Graduation from a regionally accredited or NYS registered two (2) year college or university with an Associates Degree in Archival Studies, Archival Technology, Records Management, Business Management, Business Administration, Accounting, Economics or a related field; OR
- (B) Two (2) years of experience in filing, organizing, storage and disposal of records; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.