

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Records Management Coordinator

Department: Technology and Information Services

Job Code: 5203

FLSA: Exempt Non-Exempt

Salary Schedule: 84N

Reports To: Senior Manager, Technology and Information

Work Days: 245

Board Approved Date: September 5, 2017

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for assisting in planning, coordinating, evaluating, and implementing the district records management system. This includes monitoring all records handling activities to insure the records management program complies with district, state, and federal rules and regulations relating to proper custodial care, including security and confidentiality requirements. Supports the District's designated Records Management Liaison Officer in performing records management functions as prescribed by the Florida Department of State.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Oversee operation and maintenance of district records management system, including creation, receipt, storage, retrieval, and disposition of records.
2. Protect and maintain district records according to the appropriate records retention guidelines and develop procedures for records management to ensure compliance with applicable statutes and rules. Organize, convert, and integrate files for storage.
3. Coordinate the records destruction process to identify, retrieve and transfer documents for secured destruction as prescribed by Florida Department of State records retention schedule, including establishing procedures for preparing records for storage and/or destruction.
4. Investigate, acquire, and review documents for compliance with F.S.119.07, ensuring all exemptions are redacted prior to the releasing of records in response to requests.
5. Serve as the initial point of contact between records management and district personnel regarding records management policies and procedures and processing of records requests.
6. Develop and provide training and instruction to staff, teachers, and administrators as necessary regarding record storage, retrieval and handling of district documents and forms.
7. Coordinate the work of records management staff, providing guidance and direction regarding proper records management practices and procedures.
8. Maintain various records databases to ensure accuracy, consistency and functionality, to include district-wide document management applications.
9. Analyze, compile and interpret data presented in applications, and provide reports as needed.
10. Assist with bid writing and assess related industry trends for input/output devices (scanners, copiers and printers) and the evaluation of related (reprographic) services, equipment and supplies
11. Make recommendations for allocation of copiers, printers, and computer inventories within the district.
12. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Communicate effectively with all stakeholders in written and oral form.
- Organize, prioritize, manage and carry out duties efficiently and within established timeframes.
- Working knowledge of state recordkeeping rules and regulations.
- Ability to establish and maintain effective working relationships with all stakeholders, vendors and staff

EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent
 - Minimum three years of experience in records management services or related field
- OR**
- A comparable amount of training and experience may be substituted for the minimum qualifications

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

CERTIFICATES, LICENSES, & REGISTRATIONS:

- None

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Five years of experience in records management services or related field

SUPERVISORY RESPONSIBILITY: Direct supervision of records management staff. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and assisting with hiring, discipline and evaluating performance.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input checked="" type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
F	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
F	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
F	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
F	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward .
F	Pulling	Using upper extremities to drag, haul, or tug objects in a sustained motion.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles .

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
F	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.)

General office equipment, including personal computers, fax machines, copiers, scanners, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.