

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73131
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	06	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	12/06/71	Effective Date:	
Job Code Revised:	11/25/74	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: RECORDS MANAGEMENT SUPERVISOR

HRIS TITLE: RECDS MGT SPV

CHARACTERISTICS OF THE CLASS: Under general supervision manages the records storage and micrographics program in a large state agency with a considerable variety and volume of official records; or assists the State Records Management Officer in the direction of a comprehensive records program for governmental agencies; and performs related work as required.

EXAMPLES OF DUTIES: Manages the public and protected records management and micrographics program in a large state agency or assists the State Records Management Officer in the Administration of a comprehensive statewide records retention program; consults with users and field personnel to establish standards and procedures for records submission, retention and disposal; microfilms or photocopies records upon request; collects fees for certified copies of records or amendments to records; develops procedures and standards manuals; procures micrographics equipment and supplies; assures that equipment is properly maintained; conducts surveys and maintains statistical information concerning the records programs; selects, trains and supervises staff; prepares reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: microfilming and records management methods and procedures; office practices and procedures.

Skill/Ability to: establish effective procedures and records management standards; effectively supervise staff; establish effective working relationships with those contacted in the course of work.

SPECIAL SELECTION FACTORS:

Two years of records management, technical library or archival experience. A Master's degree in library science, business administration, industrial engineering or related may substitute for one year of the required experience.