

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

RECORDS SPECIALIST/RECORD RETENTION

SALARY SCHEDULE: SSP-12

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma required.
- (2) Associates Degree or equivalent experience in records management preferred
- (3) Minimum of five (5) years of experience in public school district records management. Experience must have occurred within the past seven (7) years
- (4) Certified Records Manager (CRM) or Florida Certified Records Manager (FCRM) certification preferred, attainment required within thirty-six (36) months of appointment
- (5) Specialized knowledge of federal and state laws pertaining to records to include Florida Public Records Law, Florida's Government-in-the-Sunshine Law, and FERPA
- (6) Experience training other personnel both one-on one and in large groups
- (7) Knowledge and experience with student information systems and business information systems
- (8) Must receive a minimum score of 80 on the Microsoft Word test; 75 on the Excel test

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of federal, state, and district statutes, rules, and policies regarding public records and records management. Ability to perform highly responsible duties necessary to support the District. Knowledge of the District and school organization and operation. Strong organizational and analytical skills with ability to assess needs and develop solutions. Ability to effectively use problem solving skills. Ability to maintain confidentiality. Ability to handle multiple tasks and stressful situations. Solid oral and written communication skills and interaction techniques. Ability to exercise independent judgement in assigned duties and work effectively with District personnel, outside agencies, and the general public. Ability to develop training and train others.

Demonstrated knowledge of and experience with using computers, specific software (including Word, Excel, Access, document management programs, records management systems, database management systems, and the District Student Information and Business Systems), and other technology. Knowledge and experience using micrographics and document imaging. Ability to analyze data and create reports.

REPORTS TO:

Record Retention Supervisor

JOB GOAL

To serve as the lead for the centralized public records request management system. To provide on-site training in records management to school and department staff. To conduct audits of records management processes and procedures at schools and within departments to ensure full compliance with applicable statutes, regulations, district policies, and department procedures relating to proper custodial care.

SUPERVISES:

N/A

Records Specialist (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the lead for the electronic system for centralized public records requests.
- * (2) Work with the provider's team through design, development, testing, training, and roll-out.
- * (3) Serve as District liaison with the provider's staff for on-going support, issues, and system improvements.
- * (4) Deliver initial and on-going training, as required, to district staff on the electronic system.
- * (5) Provide support to district staff with questions or concerns regarding completing public records requests.
- * (6) Monitor the electronic system for compliance and completion of requests.
- * (7) Trouble shoot any problems encountered with the electronic system.
- * (8) Enter records requests and direct requests to appropriate staff for completion as needed.
- * (9) Prepare reports for executive management with regards to public records requests.
- * (10) Perform all records activities to ensure full compliance with applicable statutes, regulations, district policies, and department procedures relating to proper custodial care including security and confidentiality requirements.
- * (11) Respond to requests from the public, governmental agencies, former students, schools, and departments for student records/transcripts and other public documents.
- * (12) Audit records stored at each records site to include any additional electronic records.
- * (13) Provide on-site records management training for Records Coordinators as needed.
- * (14) Assist with training department staff and temporary/contract employees and review of work.
- * (15) Assist with the preparation of department monthly and annual statistical reports.
- * (16) Communicate effectively with public, students, co-workers, and administration.
- * (17) Assist department personnel in all aspects of records management and department operations as required.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Model and maintain high ethical standards.
- * (21) Follow attendance, punctuality, and proper dress rules.
- * (22) Maintain confidentiality regarding district matters.
- * (23) Maintain quality customer service levels with all customers, internal and external.
- * (24) Participate in workshops and training sessions as required.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Prepare all required reports and maintain all appropriate records.
- * (27) Follow all School Board policies, rules, and regulations.
- * (28) Exhibit the interpersonal skills necessary as an effective team member.
- * (29) Demonstrate support for the School District and its goals and priorities.
- * (30) Sustained focus and attention to detail for extended periods of time.
- (31) Perform other tasks as assigned.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 02

*Essential Performance Responsibilities