

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/2022	RECORDS MANAGER	n/a
Effective Date	Job Title	Index

PRIMARY FUNCTION

The Records Manager plans, organizes, implements, and supervises the operations and staff involved in records management activities of the District. The Manager provides leadership and acts as the resource person for technical and complex inquiries and information requests relating to the districts records management program. The Records Manager is expected to function independently in accordance with established rules, laws, and policies, including local, state, and federal records maintenance and retention laws. This position will interact with a diverse group of individuals and organizations including district administrators, staff, other public agencies/officials, and community members.

RESPONSIBILITIES - May include, but are not limited to, the following:

Supervises and manages assigned clerical support staff, including directing the distribution and completion of work for assigned staff.

In collaboration with an assigned administrator, participates in the development and delivery of performance feedback for assigned staff.

Identifies, develops, implements, and maintains a districtwide records management and retention program which conforms with the provisions of applicable laws and regulations and satisfies district operational needs.

Implements and maintains physical and digital district systems for the storage, organization, and retrieval of district records.

Examines and reviews current programs of other public agencies that have developed effective and credible records program models that the district could cost-effectively utilize. Assists in developing new or improve existing programs that comply with the law and achieve desired results.

Identifies, classifies, organizes, and enters records into district records systems.

Distributes and interprets State-approved records retention schedules. In compliance with all applicable laws and provisions, implements and oversees the identification and destruction of records no longer subject to retention.

Oversees data conversion projects, including acting as primary contact with internal and external technology experts on electronic content storage and retention.

Provides support to both internal and external stakeholders in understanding and applying the guidelines, rules and laws related to records maintenance and retention. Develops, delivers, and oversees records management training and on-site assistance services.

Serves as a liaison between District and State Archives and Records.

Manages all public records requests and provide responses in accordance with established rules, laws, and policies.

Coordinates with district departments, programs, and staff to identify and provide records responsive to public records requests.

Reviews all records produced for applicability to the request, possible exemption from public disclosure, and any need for redaction of information contained in the records.

Works directly with requestors to interpret and explain policies and procedures regarding public and confidential records, as well as clarify requests.

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Documents and tracks all dates relevant to public records request timelines.

Prepares written cost estimates in connection with public records requests.

Collaborates with district personnel to ascertain the volume and nature of responsive records.

Identifies confidential, exempt, and sensitive information in responsive records; and performs and coordinates redaction of confidential, exempt, and sensitive information.

Utilizes software to identify, organize and redact public records.

Reviews district policies and procedures to ensure compliance with Oregon’s public records law.

Remains current on laws, rules and policy potentially impacting public records; maintains and updates list of exemptions to public records per Oregon law.

Works in coordination with the district’s legal counsel on complex requests.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Proper grammar, punctuation, and spelling.

Oregon public records law and requirements.

Principles and practices of work organization and simplification.

Principles and practices of planning, coordinating, and reviewing the work of others.

Physical and digital records management and retrieval systems.

Principles of archives management and records management practices.

Best practices, principles, tools, and techniques of records management.

Pertinent rules, policies, procedures, and regulations affecting assigned area of responsibility.

Ability to:

Review documents for accuracy, completeness, and compliance; compile data and information for reports; compose letters and memoranda; explain policies and procedures.

Maintain effective working relationships with employees, other agencies, and the public.

Communicate effectively verbally and in writing.

Work with and meet required deadlines utilizing time management.

Gather and analyze research data such as statutes, decisions, and legal articles, codes, and documents.

Efficiently organize, prioritize, schedule, and manage daily work activities, tasks and assignments.

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Use digital applications for recordkeeping, research, correspondence, document and material preservation, and conservation standards and practices.

Research, compile and analyze complex technical information and to prepare narrative and statistical reports.

Review, interpret, and correct compliance documents such as transcripts and other legal documents.

Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods, and work products.

Assist in formulating and implementing technical and procedural policies and practices.

Assist in developing short and long range goals and objectives.

Plan, organize, and direct the flow of work within a large office with a high volume of work.

Monitor budgets, prepare reports on budget activities and make budget projections on major elements of District budget.

Operate a computer terminal to enter, revise, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.

Develop and maintain procedural systems and controls.

Evaluate and establish work priorities.

Coordinate the work of others and assist in evaluating the performance of employees.

Pursue ongoing professional development to stay current with laws and best practices.

Perform other clerical duties such as filing, answering the phone and/or compiling correspondence.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited institution with a major in information management, public or business administration, or a closely related field; and...
- Three or more years of experience working with digital records systems, and independently evaluating and responding to public records requests in accordance with Oregon public records laws.

Demonstrated experience as a paralegal or in a related field is preferred.

WORK ENVIRONMENT

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community.

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PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

SALARY LEVEL

Placement on the Salem-Keizer Public Schools salary schedule for Professional-Technical employees, Grade 426.

EVALUATION

Performance of this position will be evaluated in accordance with the district's policies and procedures for the evaluation of professional-technical employees.

Salem-Keizer Public Schools is an equal opportunity employer.