

RECORDS MANAGEMENT COORDINATOR
(BOCES #1 & #2)

GENERAL STATEMENT OF DUTIES: Responsible for all microform services including record retention consultations, quality control of records reproduced, marketing of services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position directs microform services (records photographed onto microfilm or microfiche) and record retention for participating school districts; monitors the quality of the records produced; provides consultations to school districts regarding the legal requirements for retention of various school records as set forth by the New York State Archives; markets service to participating and non-participating districts. Supervision is exercised over all program personnel.

EXAMPLES OF WORK: (Illustrative Only)

Identifies records through on-site review; determines records to be retained in accordance with legal requirements as set forth by the New York State Archives;

Determines best method of reproduction, i.e.; microfilm or microfiche and sets up timetable for completion of project;

Monitors, from a quality control standpoint, the condition of records reproduced;

Provides school districts with estimates of costs for record retention activities;

Markets microform services to school districts through periodic mailings and follow-up phone calls. Participates in micrographics shows to increase the number of customers;

Supervises program personnel who perform microforming and record retention activities on school records both on site and at the department itself;

Maintains budget for Microform Service program: monitors expenditures versus revenues, prepares all purchase orders for supplies and equipment, maintains balance of all accounts, makes transfers between accounts if necessary;

Prepares monthly billings to districts for record retention activities using micro-computer;

Makes periodic written reports to districts regarding status of activities;

Maintains customer survey system in order to gauge the satisfaction level of customers. A questionnaire is mailed out after each job is completed asking questions such as, was the job completed according to specifications, was the district regularly informed of the status of the project, was the personnel helpful, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts on-going training activities for staff members;

Attends courses, seminars, workshops in Micrographics and related fields, shares appropriate information with staff members;

May evaluate all staff against professional growth objectives which are set in conjunction with administrative staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of microfilm equipment; good knowledge of school records; ability to distinguish between various kinds of school records; good organizational skills; ability to establish and maintain effective working relationships with school district personnel; ability to communicate both orally and in writing; ability to plan, coordinate and supervise the work of others; ability to motivate and evaluate personnel; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and one (1) year of experience with microform and micro-computers which includes experience maintaining various records; or (b) completion of thirty (30) credit hours at a State registered college or university which must have included at least one course of instruction in the operation of micro-computers and/or microfilm machines and/or related equipment; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.