

## RECORDS MANAGEMENT COORDINATOR

11-F

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and technical position involving responsibility for administering the records management program throughout the County departments. Work involves the continual surveillance and examination of non-current and archival public records kept, made, filed, or received by offices and departments of the County to determine their value, use, and most suitable method of preservation or storage. The Records Management Coordinator is responsible for insuring that records are maintained for the appropriate length of time in accordance with applicable local, State and Federal statutes, regulations, guidelines, or record retention/disposition schedules. Work is performed under general supervision of the County Clerk with leeway for independently performing most job duties. Supervision may be exercised over other staff engaged in records management/retention activities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and maintains a comprehensive records management program;

Conducts an initial survey and analysis of all records;

Coordinates the continuous legal disposition of obsolete records through adoption and use of

State Archives Records Retention and Disposition Schedules;

Establishes guidelines for suitable retention periods for records that are not covered by retention and disposition schedules;

Establishes and supervises a storage center for inactive records;

Reviews all requests for records generating or storage equipment (ie: filing cabinets, microfilm equipment, computer software, etc.);

Coordinates, carries out, or participates in planning for development of micrographics and automated data processing systems;

Establishes standards for proper records management for the municipality; provides workshops, publications, advice, and assistance in records management techniques for local government employees;

Ensures sound management and preservation of archival records and their availability for research;

Consults with state agencies involved with the supervision or records;

Prepares informational releases relevant to the records management program;

Prepares reports on the records management program and its cost effectiveness;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge or records management systems, methods, and techniques; working knowledge of governmental activities and procedures; ability to read and apply statutes which relate to records management; ability to organize and file a large quantity of records efficiently and accurately; ability to plan, direct, and coordinate the work of others; ability to present ideas clearly both orally and in writing; good judgment; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and one year of experience in records management involving maintenance of a variety of records, inventory, information compilation or related work, which shall have included six (6) months of supervisory experience; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalent diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

SPECIAL REQUIREMENT: Must possess a valid appropriate class driver's license at time of appointment.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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