



## CLASS SPECIFICATION

Class Code: 0201  
Date Est: 07/1998  
Last Rev: 07/2018  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### IMAGING AND RECORDS MANAGEMENT SUPERVISOR

#### **DEFINITION**

Under general direction, plans, manages and coordinates the County-wide functions of the Imaging and Records Management Program; and performs other related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in information technology, business management, business administration or closely related field AND one year of full-time progressively responsible lead or supervisory experience in imaging and records management; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, manage and coordinate all services and functions of the Imaging and Records management program, including the storage facility and microfilm vault.

Develop, deploy, and manage overall strategies for the scanning, storage, retention and destruction of the Counties electronic and paper records.

Develop, monitor and participate in the budget process for division; prepare and submit budget recommendations; monitor expenses.

Coordinate imaging and record management services and projects to include planning, cost estimates, testing and implementation with departments, vendors and agencies.

Develop RFP or bid specifications, review and evaluate submittals, ensuring adherence to specifications, make recommendations for purchase.

Ensure records and information management functions are performed in compliance with legal requirements regarding, retention, preservation and disposition.

Coordinate with and provide imaging and record management services to County departments and agencies.

Plan, direct, supervise and review the work of assigned staff, provide staff training and development, establish performance requirements, meet with staff to identify and resolve problems, set goals and provide coaching to improve performance, approve staff time and leave requests, and participate in hiring activities.

Administrate computer platforms utilized by the division for document imaging, records management and the permanent digital archive.

Monitor operational activities to ensure compliance with regulations or standard operating procedures.

Develop, implement and oversee procedures and processes for data management and quality assurance.

Maintain awareness of new trends and developments in the field of records and information management; incorporate new developments as appropriate.

Develop comprehensive reports and make presentations to department management, user departments, internal committees and external agencies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/division policies and procedures.

Laws, regulations and procedures that apply to records management.

Countywide personnel policies.

Operational characteristics, services and activities of a records and information management program.

Digital Disaster Recovery methodology.

Repair and maintenance of scanning and associated micrographics equipment.

Scanning and records management hardware and software, including applications and programming.

Presentations development and delivery.

#### **Ability to:**

Develop solutions to information processing and operational problems.

Advise and assist County staff in determining records management needs.

Maintain working knowledge of current and emerging technology related to assigned area.

Develop and apply technology policies, and procedures.

Create and deliver presentations.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

A variety of scanning and micrographics equipment

Principles and practices related to records management, micrographics, electronic imaging and software used in these processes.

Needs assessments process and quality standards for services.

Principles of supervision, training and employee evaluation.

Principles of dispute resolution and team facilitation.

Business and management principles involved in resource allocation, project management, production methods and coordination of people and resources.

Cost analysis techniques.

**Ability to:**

Read, interpret and apply rules, regulations and statutes for imaging and records management.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Evaluate procedures and processes for effectiveness and efficiency.

Configure and operate a variety of digital imaging equipment and related peripherals.

Write reports, prioritize projects and handle multiple tasks concurrently.

Establish, maintain and foster positive working relationships with those contacted in the course of work.

Maintain confidentiality of a wide variety of government records.

Effectively communicate both orally and in writing.

Promote and ensure a safe work environment for Division staff.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to operate standard office equipment including, but not limited to, computers, telephones, calculators, copiers and fax machines. Ability to lift and move objects weighing up to 50 lbs. Ability to distinguish basic colors and shades of colors. Corrected vision to normal range. Ability to use machinery with moving parts. Work is usually performed in an office environment; but may also require frequent travel to various County offices.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*