

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **IMAGING SERVICES PROCESS COORDINATOR**

Spec No. 6139

#### **BASIC FUNCTION**

To support the operation of the county's enterprise optical imaging functions (Enterprise Scanning Center) and microfilm production and inspection by coordinating records preservation functions. Responsibilities include serving as a process coordinator for daily and project records preservation; planning, coordinating and overseeing the work of Records Support/Imaging Technicians and related duties in a production processing environment. Imaging includes all processes which converts digitized images to microfilm and all processes which converts microfilm/fiche to digitized images.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides process coordination and direction to Records Support/Imaging Services Technicians as required including training and discipline as necessary; analyzes and resolves related technical problems.
2. Performs visual and technical quality inspections of preserved records according to state and county and industry specifications and standards.
3. Supervises the maintenance of scanners, conversion equipment, microfilm cameras, reader/printers, film splicers and related equipment.
4. Audits preservation process to detect production errors, identifies cause and initiates corrective action.
5. Provides technical assistance related to client utilization of equipment as requested.
6. Detects errors and advises technician of probable cause.
7. Collects, analyzes and maintains process tracking data, productivity logs, inventory of supplies and records; coordinates timely flow of media products with county departments and outside vendors; assists in preparation of statistical and performance reports.
8. Assists supervisor in determining appropriate techniques, processes, performance requirements and designs to meet customer project objective.
9. Maintains procedures to ensure legally mandated confidentiality regarding public records.
10. Monitors the public handling of court records ensuring that documents are not removed, altered, or damaged.
11. Operates personal computers, scanning and image conversion equipment, microfilm cameras, duplicators, reader/printers, editing and film splicing equipment according to state specifications for the purpose of records preservation.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES (Continued)**

12. May prepare film processor for operation and warm up; loads reels of exposed film; monitors density of film as it emerges; adjusts speed setting to desired density; logs density and resolution values; cools and drains processor; cleans all tanks and film transport units; changes and/or replenishes chemicals.
13. May prepare diazo duplicator for operation; loads master diazo film reel, warm up unit, monitors and replenishes chemicals; cleans roller surfaces, loads 100 foot reels of 16 mm silver master film; monitors output quality; logs output quantity and delivers to quality control person and maintains quality standards.
14. May maintain and repair film processor, duplicator, and strip camera; performs preventive maintenance, cleaning and operational checks; troubleshoots and diagnoses problems; consults with vendors as needed and orders and replaces parts.

#### **STATEMENT OF OTHER JOB DUTIES**

15. Provides back up and peak-load coverage for work of subordinates and/or co-workers.
16. Serves in the absence of the supervisor.
17. Serves on a variety of teams, committees and task forces as needed.
18. Ensures safety and security of subordinate employees and operations while at work.
19. Performs all the duties of a Records Support/Imaging Technician as required.
20. Performs other duties as required.

#### **MINIMUM QUALIFICATIONS**

Two (2) years of experience in a production microfilming or imaging environment or other similar production environment; OR, two (2) years as a scanning or microfilm technician; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in production process flow and analysis and higher level mathematical/statistical calculations and computer use is required. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

A valid Washington State Driver's License is required for employment.

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**KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and practices of records preservation (imaging and microfilming)
- laws, rules, regulations and specifications governing records preservation (imaging and microfilming)
- operation of a variety of tools and equipment for microfilming
- standard office procedures
- complex mathematical/statistical calculations and spelling
- records preservation specifications, standard and techniques

Ability to:

- use computer and various software packages, including specialized and custom imaging and workflow software programs
- provide sensitivity to political issues and environment and customer service
- provide effective graphic communication
- provide leadership and direction to staff
- provide effective interpersonal relationships with a diversity of others
- supervise and train subordinate employees
- perform multiple tasks
- perform complex mathematical/statistical calculations
- learn, retain and follow complex procedures

**SUPERVISION**

The employee reports to the Imaging Services Supervisor. The employee uses his/her own initiative in carrying out the work. The supervisor gives additional specific instructions for new or unusual assignments. Work is reviewed through daily meetings.

**PHYSICAL REQUIREMENT**

Employees are required to lift and carry boxes weighing up to fifty (50) pounds.

**WORKING CONDITIONS**

Positions in this class typically require constant precise control of fingers and hand movements; daily standing and/or sitting for prolonged periods of time; daily lifting, moving, or carrying objects over fifty (50) pounds; daily exposure to aged paper and associated paper dust, daily focus on a reader/printer screen for 1+ hours at a time, weekly crouching, bending, or kneeling; daily focus on a computer screen for 2+ hours at a time.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1979 as Microfilm Technician, Senior                      Spec No. 760831  
Revised: January 1988  
Revised and Retitled: June 1998 as Records Support & Imaging Technician Sr  
Revised: May 2000, January 2006  
Revised and Retitled: July 2004  
EEO Category: 6 – Administrative Support  
Pay Grade: 307 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous