

SNOHOMISH COUNTY JOB DESCRIPTION

IMAGING SERVICES SUPERVISOR

Spec No. 6330

BASIC FUNCTION

To develop, coordinate and supervise the operation of the enterprise optical imaging functions (Enterprise Scanning Center) and microfilm production and inspection, and to advise and assist county departments regarding appropriate and optimum media for the purpose of retaining, preserving, and transferring County public records in compliance with federal, state, and local laws and standards.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, supervises, and evaluates the work of subordinate employees; recommends the hiring, discipline, transfer, promotion and termination of employees as necessary.
2. Provides job skill training for clients of non-profit human service organizations, such as, sheltered workshops for the disabled, career alternatives for the economically disadvantaged and Washington State work study program.
3. Writes and prepares detailed proposals for records conversion, including a summary of the records analysis, detailed survey forms for each record category, cost and time estimates, index design, equipment requirements, and contract agreements.
4. Creates and maintains the record plans for county records maintained on the Electronic Records Management System.
5. Performs preliminary record inventories for long term resource and budget estimates.
6. Determines and monitors unit goals and objectives; prepares the unit's annual budget; coordinates and plans physical plan requirements.
7. Evaluates vendor equipment or services; prepares written bid specifications and negotiates costs; documents vendor performance.
8. Manages the maintenance of all hardware in the Enterprise Scanning Center.
9. Serves on the records committees of departments within the County; trains clients in the maintenance of a micrographic system; consults with departments on micrographics and records storage.
10. Transfers security file and converted records to off site vault area.
11. Liaison with other micrographics and records personnel in the state; keeps abreast of current micrographic and records management technology and practices through similar participation and professional readings.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Works with County and vendor technical staff to select, acquire, trouble-shoot, improve, and test scanning and micrographics software and hardware.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduate of two (2) year college with emphasis on records management; PLUS, three (3) years experience in optical imaging and/or microfilm production; One (1) year lead or supervisory experience required; OR, any combination of training and/or experience that provides the required knowledge and abilities. Experience leading or supervising in a production environment is preferred. Technical training or knowledge of EDMS and/or ERMS is preferred. 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.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state and local laws and regulations governing the retention and disposition of public records
- imaging and micrographic standards and reproduction
- technical and mechanical functions of common imaging and micrographic equipment, software, and processes, including film and paper scanning, filming, film development, duplication, and conversion of optical images
- electronic records management record plans
- electronic document management indexing requirements
- bar code technology
- image capture software
- management principles including but not limited to: development of tactical plans to accomplish organizational goals and objectives
- project management principles and practical application
- personnel supervision including the ability to lead, coach, mentor and train staff
- analytical, interpretive and organizational skills

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KNOWLEDGE AND ABILITIES (Continued)

- systems for production scheduling and control, project accounting, and statistical tracking
- methods to establish monitor, and maintain quality standards
- methods to collect, interpret, and present statistical, workload
- performance data
- methods to project needs for equipment and software, supplies, equipment and software maintenance, upgrades and preplacement
- write equipment, software and product specifications for planned purchases, and track fulfillment of purchase, maintenance, repair, and supply requests
- budget management
- personal computer usage

Ability to:

- manage the budget for the enterprise optical imaging functions (Enterprise Scanning Center) and microfilm production and inspection
- develop specifications for scanning and archiving software and hardware
- work with technical staff to troubleshoot, improve, and test scanning and micrographics software and hardware
- develop and write effective publications and training materials
- recruit and develop staff
- utilize management principles, including but not limited to: development of tactical plans to accomplish organizational goals and objectives
- project management principles and practical application
- supervise personnel, to lead, coach, mentor, and train staff
- analytical, interpretive, and organizational abilities
- manage time and delegate work assignments to maintain productivity and effectiveness of available resources
- troubleshoot hardware and software issues
- prepare equipment, software, and resource acquisition plans including cost justification and analysis
- manage acquisition process for equipment and software, supplies, equipment and software maintenance, upgrades and preplacement
- work effectively with representatives of County departments and State Archives
- manage projects and contracts with vendors and/or state agencies
- work as an effective member of the department team
- identify customer/stakeholders, develop relationships, provide outreach, market services, resolve problems, and implement solutions
- balance conflicting demands and priorities from the division, from the department and from customers; responding to and resolving urgent and unpredictable situations
- evaluate records to determine their potential archival and historical value

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KNOWLEDGE AND ABILITIES (Continued)

- recommend appropriate and optimum media to retain, preserve and transfer County public records in compliance with federal, state and local laws and standards

PHYSICAL REQUIREMENTS

May be required to lift objects weighing up to fifty (50) pounds.

SUPERVISION

Employee reports to and receives administrative direction from the Administrative Services Manager.

WORKING CONDITIONS

Work is performed in the usual office environment within a production scanning and microfilming facility with occasional off-site meetings and trips to State Archive facilities.

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 2003
EEO Category: 5 – Paraprofessional
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous