

SNOHOMISH COUNTY JOB DESCRIPTION

RECORDS MANAGEMENT SUPERVISOR

Spec No. 6165

BASIC FUNCTION

To develop, coordinate and supervise the operations of the county's records center function by advising and assisting county departments to retain, preserve, dispose and transfer county public records in compliance with federal, state, and local laws and standards.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as the designee of the county records management officer, with responsibility for the safety and integrity of all Snohomish County records.
2. Serves as county liaison with the state division of archives and records management.
3. Plans, organizes, supervises and evaluates the work of subordinate employees; recommends the hiring, discipline, transfer, promotion and termination of employees as necessary.
4. Develops, executes and manages strategic plan for efficient and effective physical intake, movement, storage of, and access to paper and digital records for county departments.
5. Recommends retention schedules for specific documents; develops and/or approves records retention schedules for each department.
6. Submits required schedules to the Local Records Committee in Olympia for approval; corresponds with committee concerning county compliance with state laws.
7. Specifies, acquires, develops, organizes, implements and maintains comprehensive records management software and manual systems, including a records retrieval system for county records and documents transmitted to the records center for custody.
8. Performs preliminary record inventories for long term resource and budget estimates.
9. Determines and monitors unit goals and objectives; prepares the unit's annual budget; coordinates and plans physical plan requirements.
10. Develops, executes and manages strategic plan for freedom of information public disclosure requests.
11. Evaluates vendor equipment or services; prepares written bid specifications and negotiates costs; documents vendor performance.
12. Serves on records committees of departments within the county; consults with departments on records storage.
13. Identifies, collects, and transfers historic, archival and security records to state archives.
14. Supervises the destruction of public records as authorized by the State Records Act.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

15. Assists other agencies with researching and resolving records management issues.
16. Liaison with other records personnel in the state and keeps abreast of current records management technology and practices through similar participation and professional readings.

STATEMENT OF OTHER JOB DUTIES

17. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduate of two (2) year college with emphasis on records management; PLUS, three (3) years experience in records management; one (1) year lead or supervisory experience is required; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Experience leading or supervising in a records or management program is preferred. Technical training or knowledge of EDMS and/or ERMS is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Must successfully pass a background investigation.

A valid Washington State Driver's License is required.

Certified Records Manager designation or ability to obtain within one year.

When assigned to the Department of Information Services:

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state and local government laws and regulations governing the creation, retention, storage, disposition, records confidentiality, disclosure and protection of public records;
- procedures for amending the RCS and WAC;
- management principles including but not limited to development of tactical plans to accomplish organizational goals and objectives;
- project management principles and practical applications;
- personnel supervision including the ability to lead, coach, mentor and train staff;
- analytical, interpretive and organizational abilities;

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KNOWLEDGE AND ABILITIES (continued)

- budget management;
- records center facility management;
- new and emerging records media technology;
- creation, establishment, modification, and maintenance of state and local records retention schedules and their application to public records;

Knowledge of:

- principles of professional archival practice, records, information, and file management;
- government and private records center management, fire and safety regulations, materials management, warehouse operation, and developing trends in records center operations;
- principles for records and file management;
- role of State Records Committee and State Archives Division;
- personal computers.

Ability to:

- speak publicly and prepare presentations;
- write and develop effective publications and training materials;
- recruit and develop staff;
- manage time and delegate work assignments;
- maintain productivity and effectiveness with scarce resources;
- work effectively with representatives of county departments and state archives;
- administer contracts with vendors;
- work as an effective member of the department team;
- to implement solution and resolve problems related to customer/stakeholder identification, relations, outreach and marketing;
- balance conflicting demands and priorities from the department, division, and customers;
- respond to and resolve unpredictable situations;
- evaluate records to determine their potential archival and historical value;
- ensure the security of agency records in storage and prevent their loss, destruction, inappropriate public disclosure, or misplacement;
- ensures building security and safety and safety of staff;
- establish and realize quality standards;
- manage records center building facility;
- collect, interpret, and present statistical, workload and performance data;
- project needs for equipment, vehicles, supplies, equipment replacement, upgrades, and maintenance;
- write equipment and product specifications for planned purchases including barcode, computer and material handling equipment;
- track fulfillment of equipment, maintenance, repair and supply requests;
- identify, communicate and resolve complex records management and storage problems;

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KNOWLEDGE AND ABILITIES (continued)

- work at off-site locations without supervision;
- effectively supervise, train, coordinate and evaluate the work of subordinate employees;
- work under pressure;
- work with minimum supervision;
- deal with the public in a tactful and courteous manner;
- accurately utilize standard and specialized office equipment.

PHYSICAL REQUIREMENTS

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

SUPERVISION

Employee receives supervision from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment within the Records Center facility (warehouse type facility) with occasional off-site meetings and trips to state archive facilities and other locations throughout the county.

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: January 1981 as Micrographics Coordinator

Revised and Re-titled: January 1988 as Records Center & Micrographics Coordinator

Revised: July 1991, November 2003

Previous Spec No. 762832

EEO Category: 5 – Paraprofessionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous