



EMPLOYEE NAME: _____

Revised: 1/86; 11/87; 12/90; 7/92; 6/93; 3/95;
2/97, 11/06; 7/08, 10/12; 6/18; 5/22

JOB DESCRIPTION

POSITION TITLE: Supervisor, Records Management	JOB CODE: 466B
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Sr. Executive Director, Business Services	PAY GRADE: Rank F (NK06)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides District-wide records management services and support to ensure compliance with applicable state law and district policy	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree or equivalency required (2 years of similar level experience = 1 year college). A combination of experience and education may be used to meet the degree requirement; however, the work experience years used to qualify for the degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 5 or more years of experience in records management preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office Suite, Internet, general database knowledge

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises daily activity of the Office of Records Management and associated staff.
3.	Maintains current knowledge of all laws pertaining to District records.
4.	Develops and implements procedures for records management and trains all appropriate District staff.
5.	Maintains and monitors records management data and inventories, accurately and efficiently utilizing various systems; compiles reports as needed.
6.	Maintains a professional working relationship with departmental and school administration, staff, external customers, and vendors.
7.	Coordinates the movement, storage, retrieval and security of records from all District and third party locations.
8.	Coordinates the destruction of inactive District records according to approved retention schedules and in accordance with the Georgia Records Act.
9.	Manages applicable vendor contracts.
10.	Manages department budget.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____