

RECORDS RETENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This technical position exists in a BOCES and involves responsibility for administering the records management program for the BOCES and its component districts. The work involves surveyance and examination of all records series kept, made, filed, or received by the offices and departments of the BOCES and its districts to determine their value, use and most suitable method of preservation, storage, and disposition. Additionally, the incumbent works with district staff to assist and educate in following correct records management practices regarding retention and disposal of records. Duties are performed in accordance with local, State, and Federal laws and guidelines. The incumbent works under the general supervision of an Assistant Superintendent. Supervision is exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes procedures and standards regarding proper records management in accordance with appropriate laws and guidelines;
Prepares and monitors the records management program budget;
Develops and monitors a comprehensive regional micrographic/information retrieval and storage system, by making improvements and conducting research and development for the computer-assisted records retrieval system;
Assists and educates staff in the establishment of sound records management practices by providing workshops, written program policy, and publications;
Works in storage areas physically surveying, inventorying and disposing of records;
Disposes of obsolete records with cooperation from each school district records management officer and in accordance with legal requirements, through the use of records retention and disposition schedule;
Supervises, and participates in, the microfilming portion of the program;
Supervises employees involved in the microfilming of records;
Prepares special and annual reports on the records management program and its cost effectiveness;
Consults with other BOCES and local governments regarding the supervision of a records program;
Recommends the purchase of supplies and equipment within the department;
Attends meetings and workshops to keep up-to-date knowledge of records management practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of record-keeping systems, procedures and related terminology; good knowledge of indexing procedures and methods used to organize records; good knowledge of office terminology, procedures and equipment; working knowledge of the various types of records utilized and maintained in public offices; working knowledge of State laws, rules and regulations governing the retention and disposition of records; ability to organize work effectively; ability to file and index documents rapidly and accurately; ability to organize and maintain filing systems; ability to develop and maintain a budget, including the appropriation of funds; ability to plan, direct, coordinate and supervise the work of others; ability to bend, lift, climb, stand, and walk for long periods of time; ability to prepare written reports; ability to deal with a wide variety of people with tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered college or university with a Bachelor's Degree **AND** one (1) year of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or a New York State registered college or university **AND** three (3) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: One year of full-time education at the graduate level in library science may be substituted for the required experience listed in (A) above.