Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

<table>
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<tr>
<th>Job title</th>
<th>Records Management Supervisor/Contracts Specialist</th>
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**GENERAL PURPOSE**

Under general direction, plans, organizes, coordinates, and supervises employees in the District's centralized records management program function; ensures the proper management, retention, and disposal of District records and documents; develops and solicits competitive contract proposals; conducts contract administration; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the full supervisory-level class in the Records Management series that exercises independent judgment on diverse and specialized records management with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and ensuring proper management, retention, and disposal of District records and documents. Incumbents conduct contract administration and is responsible for providing professional level support to the Contracts Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Contracts Manager. Exercises direct supervision over professional and technical staff.

**TYPICAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the selection, training, supervision and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets, and provides technical assistance and advice to assigned staff.
Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department’s and the District’s mission, strategic plan, objectives and values.

Assists with the development and administration of the department’s annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.

Performs the most complex records maintenance, processing, and distribution duties and provides technical assistance regarding public records inquiries and the Public Records Act.

Responds to inquiries regarding public records and the Public Records Act; confers with the Legal Department to justify any nondisclosure and/or deletion of any portions that are exempt from the mandate of the Public Records Act; provides assistance to the public, helping to identify records and information relevant to the request and ensure a timely response to all requests.

Supervises the use of records management systems and equipment; coordinates with the District’s information technology staff and document management vendors to ensure reliable, high quality operation of document management systems.

Oversees the maintenance, update, and disposal of records including the District’s offsite records storage program; revising destruction schedules and coordinating the destruction of records with departments.

Monitors and reviews legislation and legal requirements and recommends changes to achieve legal compliance and effective records management.

Independently develops and administers Requests for Proposals and Qualifications; prepares, facilitates, and analyzes the evaluation of proposals.

Performs contract administration and management documentation.

Prepares reports and written recommendations for the Board of Directors.

Serves in the absence of the Contracts Manager, as needed.

Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.

Performs other duties as assigned.
Continuous Improvement Related Duties:

- Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of records management including document preservation, records retention and disposal; Microfilm processes and equipment.
- Principles, practices, methods and techniques of recordkeeping and contracts management.
- Local, state, and federal laws relating to retention requirements for a wide variety of documents.
- District personnel rules, policies and labor contract provisions.
- Principles and practices of sound business communication and the drafting of contractual legal agreements.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration and monitoring of a division/department budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Code, file, and retrieve a wide variety of materials under a complex, comprehensive records management system.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Follow and apply written and oral work instructions.
- Draft clear, well written and defined solicitations, contracts, and agreements consistent with all applicable legal requirements.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of increasingly responsible administrative experience involving the development and maintenance of detailed and complex centralized records and legal documents, of which one (1) year is in a lead or supervisory capacity.

Education:

- Equivalent to a bachelor’s degree with major coursework in archives and records management, information management, business or public administration, or a related field.

Licenses/Certifications:

- Certification as a Records Manager (CRM) is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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<tr>
<th>Approved by:</th>
<th>Board of Directors</th>
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<tbody>
<tr>
<td>Date adopted:</td>
<td>October 2, 2019</td>
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<tr>
<td>Date modified:</td>
<td></td>
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<tr>
<td>FLSA determination:</td>
<td>Exempt</td>
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**Job Description Acknowledgment**

I have received, reviewed and fully understand the job description for Records Management Supervisor/Contracts Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): ______________________________ Date: __________

Employee Number: ______________________________________

Employee Signature: ____________________________________

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