

## **RECORDS AND VOLUNTEER ADMINISTRATOR**

### **DEFINITION**

Under general direction, , plans, coordinates and organizes and administers the County Records Management and Archival and Volunteer Programs; works with managers and staff of County departments in the programs' implementation and administration performs related duties as required. This is a confidential position and the incumbent must be highly skilled in the areas of records and office management.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class which reports to an upper management position and is responsible for managing the county's Records Management, Archival and Volunteer Programs. The incumbent of the position administers the storage and retrieval of County records and historical information, identifies opportunities for Volunteer assignments, and selects persons volunteering in accordance with County guidelines.. Work is performed using independent judgment and initiative.

### **REPORTS TO**

### **EXAMPLES OF DUTIES**

- Plans, organizes and coordinates the activities and operations of the County Records Management and Archival Programs; determines and establishes priorities; develops, communicates, and enforces policies, procedures, and program objectives
- Identifies opportunities within County operations as appropriate for Volunteer program participation, recruits for and places suitable and appropriate volunteer candidates, and coordinates volunteer placements with County Departments and operations
- Makes policy recommendations; establishing procedures for the efficient, cost-effective control and operation of the County's Records Management and Archival Programs, which includes the creation, use, storage and disposition of County records
- Develops and maintains schedules for the delivery of records from all County departments. Develops and directs the maintenance of records for the storage, retention, retrieval, and destruction of records in accordance with administrative, legal, fiscal, and historical requirements after consultation with Department Heads; presents retention schedules to the Board of Supervisors for final approval; directs the work of assigned volunteer staff in Records activities and in interacting with the public interested in researching historical and archival

information.

- Organizes volunteer activities and recognition events to publicize, reward, and encourage community volunteerism
- Develops and implements departmental policies, procedures, and practices; provides guidance and maintains certain records as required by statute; identifies records management program needs and alternatives; reviews and recommends necessary on-going changes to records management services program requirements including records retention, space needs, micrographics and archival needs
- Interviews and consults with departmental staff regarding records management policies and services; coordinates and manages the county archival program
- Prepares manuals for records management procedures and operations; prepares and maintains various records and reports
- Performs additional duties and projects as assigned

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climbs stairs; physical ability to lift and carry boxes weighing up to 35 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment, use of office equipment including computers and computer scanners telephones, calculators, copiers, and fax machines. Work is performed in both office and outside environments; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles, practices, and methods of records management applicable to local government
- Inventorying, appraisal, disposition, preservation, processing, and maintenance of public records
- Principles and practices of public service volunteer programs
- Principles in selecting and screening and monitoring appropriate participants in designated volunteer assignments
- Various types of filing systems, related equipment and supplies and their applications
- Principles and techniques of systems designation and analysis

- Organizational analysis and workflow analysis
- Research methodology, report writing and basic statistics and their application
- Modern office methods and procedures; micrographics; archival management procedures and practices
- Programs goals, policies, and procedures
- Procedures and techniques in the preservation of and access to records that may have historical significance

Ability to:

- Evaluate existing records, archival and potential historical records to develop and implement policies, program objectives and procedures
- Interact professionally and courteously with the general public, volunteers, and County staff
- Assess and refer suitable candidates for volunteer assignments
- Analyze situations accurately, use good judgment, and take effective action
- Communicate effectively, both verbally and in writing
- Use initiative and creativity in the execution of assigned duties and responsibilities
- Prepare and maintain accurate and detailed records
- Establish and maintain effective working relationships with others
- Develop and evaluate new record systems and procedures to meet County requirements
- Utilize a variety of analytical techniques to evaluate and resolve county records management problems
- Analyze data and present ideas and information both orally and in writing
- Prepare operating and procedural manuals

Training and Experience

Experience that would provide an opportunity to acquire the knowledge and abilities listed above. Normally, two years administrative, technical and operational experience in developing and implementing a records management system and participating in selection of staff or volunteers would provide such opportunity.

General office support experience, including the operation of office equipment, is desirable.

Special Requirements

Possession of a valid California Drivers License. Possession of a Certified Records Manager (CRM), or similar certificate is desired.