

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**RECORDS MANAGEMENT PROGRAM COORDINATOR**

**FLSA STATUS: EXEMPT PAY GRADE: 19-C**

**JOB FAMILY: MANGERIAL/SUPERVISORY – BUSINESS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Records Management Program Coordinator works with a high degree of independence within the framework of state and federal records laws and rules as well as professional standards applicable to records management at a publicly funded College. An employee in this position provides specialized assistance requiring independent judgment, the ability to coordinate complex work and complete special assignments, as directed, to include performing research. The Records Management Program Coordinator serves as the College Records Management Liaison Officer (RMLO) and is responsible for ensuring adherence to compliance rules and regulations regarding the management of records.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Under the direction of the General Counsel, is responsible for the College's records management program. Articulates and implements the College's records management program through policy, intra-institutional initiatives and planning.

Responsible for providing guidance for the availability, preservation, maintenance/disposal of all recorded information that the College needs to do business, conform to federal, state and other legal requirements. Interact with state agencies and legal counsel, as required, to ensure compliance.

Collaborate with all areas of the College to ensure records maintenance/disposition is processed efficiently and effectively. Coordinate collection of documentation of records destroyed.

Provide leadership and expertise on records and information management issues for the entire College.

Develop and provide a comprehensive records management training program for designated Tier I and Tier II Records Coordinators and other College employees.

Provide scheduled and requested training sessions on records management, including public records requests, records retention and disposal through webinar, group and one-on-one sessions.

Maintain a records management website.

Stay current with best practices, legal requirements and emerging trends in records management.

Maintain and monitor the effectiveness of the Records Management Plan and advise staff on the management of their records and information.

Maintain control files of records retention schedules, disposition authorizations and records transfers.

Work with the State to establish new records retention schedules, as needed, and to ensure appropriate disposition of records eligible for destruction.

Identify and transfer essential historical information about the College to the College's archives.

Coordinate the College's Public Records requests and assist with the appropriate access to information for both internal and external requests. Involves legal interpretations, as defined by Florida Law, and sound judgement and discretion in handling sensitive/protected information.

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Ensure the College meets its legal obligations and promotes public confidence through appropriate release of information.

Responsible for coordination of all departments in gathering documents responsive to requests to ensure all paper and electronic records held relating to the request are located.

Receive, log, acknowledge, research, track and respond timely to public records requests sent to the College.

Prepare billing invoices for records requests when appropriate and ensure requesters are advised of estimated charges, final charges and ensure payment is made before the release of records.

Interpret, apply and ensure compliance with federal, state and local laws, regulations and policies regarding public records requests.

Review/redact information to ensure federal and state laws and rules relating to public records exemptions and confidentiality are applied.

Create and provide training for employees on public records.

Be a part of and work with the College Policy Development and Review committee to organize, coordinate, update and maintain currency of Board Rules and the College's administrative procedures.

Maintain familiarity with College regulations, College policies and procedures, and state and federal requirements affecting College operations such as Florida Statutes, State Board of Education rules and federal regulations.

Provide research assistance to College staff for current and historical information on College Board Rules and administrative procedures.

Input and maintain Board rules and administrative procedures in the appropriate records database.

Communicate with College staff regarding processes and deadlines. Disseminate information to departments on College policies and procedures.

Prepare and process records (both paper and electronic), documents, correspondence and other materials of a sensitive nature.

Prepare and maintain a variety of reports, and/or other related information related to projects, daily activities, and/or other related items.

Maintain confidence and confidential information.

Attend department meetings and serve on related administrative committees, as required.

Perform related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the College General Counsel.

### **SUPERVISION EXERCISED**

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

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### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution supplemented by six (6) years of related experience.

### **PREFERRED QUALIFICATIONS**

Six (6) years of successively responsible experience in research and records management in a public governmental or higher education environment to include database management, automated systems software or related work experience. Public speaking or training delivery experience and skills. Considerable knowledge of College functions and the records created to fulfill those functions.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc. using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize high school algebra and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 01/14; Revised 08/16