

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### RECORD RETENTION COORDINATOR

**SALARY SCHEDULE: ADMINISTRATIVE J**

**COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)**

**QUALIFICATIONS:**

- (1) Minimum of three (3) years experience in records management to include record retention scheduling, forms management, document imaging, micrographics, and inactive record storage.
- (2) Minimum of two (2) years supervisory experience preferred.
- (3) High School Diploma or equivalent.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules and procedures related to records and forms management. Good oral and written communication skills. Ability to read, interpret and apply rules, regulations and procedures. Ability to keep records and files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business, to maintain confidentiality and to establish and maintain positive working relationships with others. Ability to operate equipment necessary for accomplishing the required tasks. Ability to perform assigned tasks with minimal supervision.

**REPORTS TO:**

Director Materials Management or designee

#### JOB GOAL

To ensure that the District is in compliance with all governmental regulations regarding records and forms management, and to provide an efficient and effective system for storing, retrieving and preserving student and employee records.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise and coordinate the daily work of the department, including planning, scheduling, and assigning work tasks.
- \* (2) Serve as records management liaison officer to the Florida Department of State, Division of Library and Information Services, to implement statutory requirements.
- \* (3) Provide a comprehensive records and information management program throughout the District.
- \* (4) Recommend new or revised policies and procedures related to records management.
- \* (5) Receive records access requests and respond in an appropriate and timely manner and in accordance with federal, state and School Board policies.
- \* (6) Serve as resource person for records and forms management concerns system-wide, addressing unique and common concerns.
- \* (7) Provide technical assistance and direction to schools and departments.
- \* (8) Oversee the forms management program to monitor the creation and collection of all official forms used throughout the District in compliance with state statute and School Board policy.
- \* (9) Serve on the Data Collection Review Committee to study forms and administrative processes and recommend changes to increase productivity throughout the District.
- \* (10) Write the procedures manual for District use and keep it updated.
- \* (11) Plan for growth as needs are identified and technical advancements recognized.

**RECORD RETENTION SUPERVISOR (Continued)**

- \*(12) Remain current in knowledge of federal and state laws and regulations to ensure District compliance.
- \*(13) Provide workshops for District personnel to ensure that they are well informed about laws, rules and procedures.
- \*(14) Supervise assigned personnel during investigative processes.
- \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) Model and maintain high ethical standards.
- \*(17) Maintain confidentiality of student and personnel records and other work-related matters.
- \*(18) Maintain positive relationships with co-workers, school personnel, and administration.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Keep supervisor informed of potential problems or unusual events.
- \*(22) Prepare all required reports and maintain all appropriate records.
- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Demonstrate support for the School District and its goals and priorities.
- \*(25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities