

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrator, Senior Records Management	Class Number:	10125
FLSA:	Exempt	Pay Grade:	12A
Dept:	Public Works		

To apply for this position you must apply at the Cuyahoga County website. <https://cuyahogacounty.us>

Classification Function

The purpose of this classification is to administer the operations of the Cuyahoga County Archives and supervise records management staff. This position also serves as the County Archivist.

Distinguishing Characteristics

This is a management level classification with responsibility for directing the activities of the County Archives within the Department of Public Works. This position oversees the operations and promotes the efficiencies of the department, develops and incorporates process improvements, and ensures that activities meet time and quality objectives.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Manages the collection, storage, and retrieval of Cuyahoga County Archives records; controls distribution of records; establishes procedures for records maintenance in accordance with Ohio Revised Code (ORC) based upon administrative, legal, and fiscal value; obtains approval from appropriate sources including the State Auditor and the Ohio Historical Society regarding records maintenance procedures; implements records retention and maintenance schedules; provides advice and consultation on records systems to County department administrators, local government officials, or private agencies; coordinates work with other divisions, departments and/or government jurisdictions; assists in the reference area and completes records requests; prepares written responses to researchers regarding their records requests; identifies records with permanent historical value that should be preserved by the County Archives; acts as a consultant for determining records with permanent value; recommends the environmental conditions necessary for archival storage; recommends archival supplies necessary to preserve records; assists offices and agencies in the preparation of retention schedules; answers questions regarding records management policies and procedures; contacts County departments that have boxed documents for destruction; completes the RC-3 records destruction form.

25% +/- 10%

- Supervises and directs the work of senior and regular records management officers, interns, volunteers, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Performs supporting administrative duties; prepares special reports; gives presentations to students and various organizations about the Archives holdings; recommends approval of vendor invoices; presents at outreach events; approves staff payroll and task codes; completes indirect cost plan; prepares for semi-annual records commission meetings, chairs meetings, and prepares resolutions and minutes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in records management, management information systems, business administration, or a related field with six (6) years of archival or records management experience; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and microfilm/microfiche reader.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistical calculations.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including time sheets, billing invoices, research requests, task code reports, costing sheets, Toolbox Safety Lessons, Verification Form, and various reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio History Connection, Ohio Revised Code Section 149, Ohio Sunshine laws, Freedom of Information legislation, website for the Academy of Certified Archivists, County Records, Cuyahoga and City of Cleveland Histories, City Directories, Annals of Cleveland, local and U.S. histories, etc.
- Ability to prepare production reports, electronic data reports, retention schedules, performance appraisals, correspondence, indirect cost report, budget requests, work orders, RC-3 Form, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, to supervise employees, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret records management and archival terminology and language.
- Ability to communicate effectively with director, managers, supervisors, coworkers, volunteers, students, interns, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and record storage areas.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.