



# Position Description

## Kenai Peninsula Borough

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### Records Manager

#### Service Type: Legislative, Level 3

**Definition:** Under the general direction and supervision of the borough clerk, the records manager supervises records management staff, administers the procedures and processes of the borough's records management program, as well as manages the records center facility.

**Minimum Qualifications and Required Qualifications:** High School Diploma or G.E.D. required. Four years' experience in municipal government, including two years supervisory experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Statutory and regulatory requirements pertaining to records management. Familiarity with records management requirements, guidelines, and procedures.
- Laws pertaining to privacy and security of confidential records.
- Microsoft Office programs and advanced knowledge of computers, microfilming equipment and record management software.
- Experience with writing, developing and implementing records retention schedules.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to deal with citizen and department inquiries tactfully, courteously, and in a professional matter.
- Ability to read and interpret documents such as borough code, state statues and various regulations as applicable.
- Research and analyze records management issues and problems.

- Analyze open records request and fill request in accordance with borough code, Alaska Records Act as well as other applicable laws and regulations.
- Ability to prepare and analyze a variety of reports, administer and prepare the records division's annual budget.
- Ability to make decisions based on available data/criteria, laws and regulations, or borough policy.

**Essential Functions:**

1. Oversee borough records from creation and preservation through disposal for various mediums, including but not limited to paper, electronic, microfilm, microfiche, etc.
2. Develop, maintain, verify and evaluate existing systems, as well as the establishment of new systems, while adhering to borough code, state statutes and other related regulations.
3. Directly supervises the records management section personnel including participating in the hiring of staff, assigning specific duties, completing and presenting performance evaluations, and undertaking any disciplinary actions necessary.
4. Trains staff members in all borough departments on procedures for use of records computer system. Consults data processing in development, design and operation of computer applications. Maintains user documentation. Responds to technical questions regarding system's functions.
5. Ensures records are easily accessible and available to the departments and public as needed. Administers the public records request software, record request submissions and processes.
6. Establish procedures to economically combine, simplify or eliminate borough forms to the extent possible without compromising administrative efficiency. Consult with each department head and determine informational/form needs of each department to reduce the burden on both citizens and businesses by minimizing the number of forms which each shall be required to complete and return to the borough.

**Other Functions:**

1. Maintains voluminous and complex administrative and general reports; reviews various reports and forms for completeness.
2. Prepares and administers records management annual budget and presents same to the assembly. Reviews and approves purchase orders, invoices and timesheets.
3. Performs research for public, borough staff and assembly.
4. Attends records training sessions working for professional certifications with local and national records and archivist associations. Participates in continuing education as appropriate.
5. Prepares and presents an annual report to the assembly a detailed description of all records series to be removed from active departmental files to the centralized records center. Also informs the assembly of all obsolete records destroyed during the preceding year.
6. Performs other specialized and complex duties as assigned and outlined in borough code.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment. The employee frequently is required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Description Record:**

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**Date Updated:** 11.07.2022

**Reason for Update:** New

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