



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Records Manager**  
Job Family: **Support Services**  
Prepared/Revised Date: **July 24, 2017**

FLSA Status: **Exempt**  
Pay Range: **SS50Y**  
Job Code: **32420**

**SUMMARY:** Under the general direction of the Director of Records & Risk Management, performs a variety of professional level duties involved in the development, implementation, and administration of the District’s records management program; ensures the proper management, retention, and disposal of District records and documents; responsible for compliance with all relevant legal requirements; oversees and manages the daily operations of the Records Center, Records Warehouse and Records Center staff; provides user support and training for District records retention with a focus on student data; manages the processing and electronic archiving of student educational records; conducts relevant training and performs project management duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Responsible for the daily operations of the District’s Records Center. Allocate and review work of assigned staff. Provide staff training, guidance, leadership and mentoring to develop expertise needed to meet long-term business needs. Supervise and evaluate the performance of assigned staff to ensure employees are meeting their goals; provide feedback and guidance.	D	20%
2. Consult with and advise District department and school personnel on records management issues; respond to and resolve inquiries and complaints, interpret applications of records management policies and procedures; work with staff in District departments and schools to identify, classify, manage, and control their records and information needs and to develop and implement processes to fully comply with District and other legal records management requirements; assist in evaluating and recommending appropriate solutions to departmental records management issues and problems; conduct audits of schools’ student educational records.	D	15%
3. Oversee the District’s Electronic Document Management System, Records Archive and Records Retention Applications. Work with the IT department to identify, specify, and complete all required software patches, functionality upgrades, and system expansions. Provide direct user support, and training. Coordinate with IT staff and document management vendors to ensure reliable, high quality operation of document management systems. Maintain the integrity of all scanned District records ensuring processes are in place for accurate and timely scanning, retrieval and retention of documents.	D	10%
4. Process and prepare records requests and subpoenas in compliance with Family Education Rights Privacy Act (FERPA); serve as a resource/liaison and advise sites on issues related to records retention/archives management, legal mandates, and Records Center topics. Review and recommend District policies, procedures and administrative guidelines related to Records Center issues and student data. Provide oversight for student, employee and administrative electronic and paper records in compliance with local, state and federal requirements as required by operations or changes in law or regulation, with a focus on data privacy. Maintain disaster recovery and prevention plan to safeguard all records; report records dispositions to the Colorado State Archives; work with district department and sites to update and maintain record retention schedules.	D	10%



5. Assist the Director of Records & Risk Management with monitoring and tracking Certificates of Insurance in the District's Risk Management Information System (RMIS).	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Develop and maintain electronic and paper record keeping standards and processes and procedures for records not listed in the Colorado State Archives School District Records Management Manual. Plan, manage and execute effective and sustainable workflows relating to digitization and advancement of development of reformatting projects for archival collections.	W	10%
8. Administer the District-wide destruction of records in accordance with the records retention schedule, including the preparation of Resolution of Destruction; work with all departments to purge electronic and paper-based files and coordinate the timely destruction of records. Maintain database and inventory of physical District records insuring proper security and destruction timeline procedures are in place.	W	5%
9. Partner with internal stakeholders and assess needs regarding training for new and existing employees for Records Center processes and procedures to ensure compliance of school's student educational records to developed standards. Liaison with subject matter experts to assist in developing training materials.	M	10%
10. Assist in the District's compliance with Student Data Privacy laws and matters regarding confidential student data, which may include posting approved on-demand applications on the district's website.	M	5%
11. Assist the Director of Records & Risk Management in gathering and reviewing records requested under the Colorado Open Records Act (CORA) and in determining if records are responsive, privileged and/or confidential and in preparing records for production for the requestor. Develop appropriate search parameters and conduct searches in the District's email system utilizing Microsoft's eDiscovery tool for CORA, FERPA and legal discovery purposes or as directed by the Director of Records & Risk Management, Legal & Policy Counsel, the Executive Director of Human Resources or the Superintendent. May officially respond to the requestor on behalf of the District.	M	5%
12. Project expenditures and forecast/project budget; reconcile and monitor department budgets; manage the internal and external Record Center web pages to ensure accurate, relevant and up-to-date information is available to students, parents, employees and the public.	M	2%
13. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in computer science, information management systems, business administration, or a related field
- Three years of experience in records management, preferably in education or public agencies
- Education industry or K-12 school district experience preferred
- Minimum of five years' experience in customer support, project management and employee management
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license
- Notary Public



### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong understanding of state and federal records retention requirements
- Strong understanding of records and information management principles and best practices
- Knowledge of the Family Educational Rights and Privacy Act, student data privacy laws, and the Colorado Open Records Act
- Ability to create and write policies, procedures, documentation and handbooks for both end-user and technical levels
- Ability to prepare, manage, and reconcile budgets and forecasting documents related to budgets
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Advanced math and accounting skills
- Strong customer service and public relations skills
- Advanced level of analytical and problem-solving skills
- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Advanced time management and organizational skills
- Ability to determine priorities, multi-task, meet deadlines and research and apply new technologies as necessary
- Ability to follow written documentation
- Advanced supervisory and management skills
- Strong ability to adapt to rapidly changing environment that will include acquiring understanding and implementing new technologies
- Ability to work and participate in a team environment
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Advanced operating knowledge of and experience with personal computers and peripherals
- Advanced knowledge of Microsoft Office Suite and Windows 10
- Operating knowledge of and experience with department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machine, email, etc.

### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Records Management Technician II	4
	Records Management Technician I	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit			x	
Use hands to finger, handle or feed				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	