



NEW:  
07/01/2012

JOB TITLE:	COORDINATOR ARCHIVES AND RETRIEVAL SYSTEMS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8496
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Ensures that records are organized and protected to meet the needs of Jefferson County Public Schools in carrying out its business legally and effectively. Manages the lifecycle of the records, develops filing systems, retention and disposal schedules, advises on records storage and records media and the training of district staff to manage their own records. Preserves the district memory and heritage.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains physical storage and logical arrangement of records by classification and indexing to ensure effective retrieval when required

Develops and maintains retention and disposal schedules to meet administrative, legal and fiscal needs

Organizes and safeguards historically valuable documents and records that have been transferred to the center by individuals, companies, departments and other organizations

Assists in finding information and guides to other areas that help in research

Provides answers to written and telephone inquiries from community and school district members; fulfills public speaking engagements

Responds to open records requests within legal parameters

Provides training and supervision to staff as well on-site assistance to departments and schools

Organizes displays of archive material within the district and community

Serves as liaison with Kentucky Department of Libraries and Archives, Record Division

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's degree with a concentration in archives and/or records management

Three (3) years successfully experience with government records management practices, indexing, applicable state laws and regulations, preservation techniques and retention schedule development

Successful leadership experience

Skill in managing a system of databases designed to control and facilitate record access

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Professional Certification in administration and/or supervision

Experience with record imaging projects