



REVISED: Submitted:  
07/17/2019 07/16/2019

|                        |   |
|------------------------|---|
| JOB TITLE:             | SUPERVISOR ARCHIVES AND RETRIEVAL SYSTEMS |
| DIVISION               | ACADEMIC SERVICES                         |
| SALARY SCHEDULE/GRADE: | II, GRADE 8                               |
| WORK YEAR:             | AS APPROVED BY BOARD                      |
| 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
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### 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 of successful 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                                  |
| Experience in a diverse workplace  |