

ASSISTANT RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is diversified supervisory and clerical work of a moderately difficult nature which involves a responsibility for the management of local government records in accordance with established procedures. Work is performed under direction of a Records Management Officer or under general supervision of the Town Board and Town Supervisor, with some latitude allowed for independent judgment and action in the performance of various projects and activities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts and/or update departments' records inventories and needs assessments as scheduled by the Records Management officer;
Provides for inactive/archival Records Center transfers and retrievals;
Provides for the annual destruction of obsolete/duplicate records located in offices and Records Center in accordance with the adopted procedures manual;
Performs record searches for public, legal and administrative purposes as needed;
Performs microfilm quality control check and indexing;
Prepares written reports and recommendations for improved records management efficiency;
Attends records seminars, conferences and workshops as scheduled;
Assists Records Management Officer in purchase of all record management equipment, supplies and materials;
Assists the Records Management Officer in development/update of record policies and procedures;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of filing and indexing systems; good knowledge of the methods of organizing documents; ability to work with computer and word processing equipment; working knowledge of the New York State Education Department Archival and Records Administration guidelines, rules and regulations; ability to supervise the work of others; ability to perform moderately complex project activities; good communication skills; good judgment; good initiative; detail oriented.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in Library Science, History or a related field, and two (2) years business experience; or
- b) Associate's degree in Library Science, History or a related field, and four (4) years business experience; or
- c) An equivalent combination of training and experience as defined in a) and b) above.

ASSISTANT RECORDS MANAGER (cont'd)

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.