



Provisional Civil Service Appointment Pending Exam

Starting Salary: \$51,892

CSEA Union Benefits

RECORDS MANAGEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for administering the retention, retrieval and disposition of public records for all City departments. The work also involves responsibility for advising and acting as a consultant to departments in areas such as physical & electronic files control, micrographics, scanning, adopted NYS retention schedule maintenance & control, machine readable records, and other information related subjects. Work is carried out in accordance with local, state and federal laws and guidelines and is performed under the general supervision of the City Clerk. Considerable leeway is allowed for the exercise of independent judgment in carrying out assigned duties. General supervision may be exercised over subordinate staff Does related work as required.

EXAMPLES OF WORK (Illustrative Only):

Supervises daily operation, safety and security of Records Center and develops policy and procedures for same; Trains departments in records survey, inventory, disposition and storage procedures; Advises departments on policies and procedures that ensure proper management of electronic and paper records and monitors operations to ensure proper implementation; Writes and compiles facility reports as directed; Reviews and complies with federal, state and local laws governing record retention and destruction; Maintains complete and accurate records of file locations; Retrieves and returns records for departments as needed; Supervises transfer/destruction of all records from departments to Records Center. Oversees & manages electronic document management, including Laserfiche.

REQUIRED KNOWLEDGE, SKILLS. AND ABILITIES:

Thorough knowledge of the principles and practices of planning and administering a government records management program; Good knowledge of the methods of organizing government documents; Knowledge of archival, preservation and conservation principles as they apply to a variety of record formats (paper, photos, video, electronics, etc.): Working knowledge of governmental activities and procedures; Ability to communicate and gain acceptance of good records management practices; Ability to train departments on good records management; Ability to organize and file a large volume of records efficiently and accurately; Ability to plan, direct and coordinate the work of others; Ability to prepare written and/or computerized reports; Good judgment, dependability, resourcefulness; Physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's Degree in Library Science, Information Technology, Computer Science Business Administration, Public Administration, or a closely related field and two years of full-time paid experience in an archives, library, museum or governmental agency which involved acquiring, referencing, filing and disposal of records, Or;
- B. Associate's Degree in Information Technology, Computer Science or closely related field and three years of full-time paid experience in an archives, library, museum or governmental agency which involved acquiring, referencing, filing and disposal of records, Or;

C. An equivalent combination of training and experience as defined by the limits of A. and B above.

Applications available at the office of the Civil Service Commission, City Hall, 83 Broadway, Newburgh, NY 12550, Monday-Friday from 8:30am to 4:30pm, or on-line At www.cityofnewburgh-ny.gov through August 11, 2014.

The City of Newburgh is an Equal Opportunity Employer.