



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Records Center Supervisor

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under limited supervision, supervises, plans and coordinates Records Center operations and activities.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Oversees the day to day operations and activities of the Record Center; ensures compliance with applicable laws and regulations pertaining to the retention and destruction of public records.
- Hires, supervises and evaluates the performance of assigned personnel; coordinates and/or conducts employee training; verifies time sheets and approves leave requests.
- Reviews proposed legislation and monitors changes to statutes impacting departmental activities.
- Coordinates with the Information Technology Department on program upgrades/changes and the development of new software applications.
- Reviews, analyzes and recommends records management information systems, technical tools, equipment, supplies and standards.
- Liaises with relevant divisions and departments to implement and improve records compliance; ensures the security, confidentiality, privacy, protection and access of government records; provides technical assistance to County-wide agencies in relation to retention and service issues.
- Prepares safety plan and conducts safety inspections/training.
- Oversees mail processing services including sorting and delivery of mail to County departments.
- Supervises microfilming and imaging of County records; conducts training on records handling procedures and microfilm production techniques.
- Maintains accurate records/files for purchasing requisitions and bid documents; resolves purchase order, invoicing and delivery issues; assists in the preparation of bid specifications and requests for proposals; assists with the preparation of sales of surplus County property; conducts purchasing research and attends product demonstrations;.
- Coordinates with County, City and State government officers and staff on requirements and procedures for microfilming, imaging, and records/information storage; reviews record services contracts and proposal for the County Clerk and other officials; develops forms used in relation to the transfer, retention and destruction of public records.
- Develops and monitors the departmental budget; monitors supply inventories and coordinates with supply vendors; schedules routine equipment maintenance; orders new/replacement equipment as required.
- Conducts diagnostic testing on election tabulation hardware; provides troubleshooting assistance on tabulation hardware at polling locations; maintains and coordinates the distribution of election supplies;
- Performs other duties as assigned or required.



LARAMIE COUNTY

JOB DESCRIPTION

Knowledge and Skills:

- Knowledge of records management operations and activities.
- Knowledge of laws and regulations pertaining to the retention/destruction of public records.
- Knowledge of records management information systems, tools, equipment and supplies.
- Knowledge of microfilming, imaging, and records/information storage processes.
- Knowledge of mail processing services, activities, and standards.
- Knowledge of supervisory principles, practices, and methods.

- Skill in overseeing the day to day operations of a records management center.
- Skill in reviewing legislation and determining the impact on departmental activities.
- Skill in ensuring the security, protection and access of government records.
- Skill in liaising with relevant parties regarding imaging, microfilming and records storage.
- Skill in supervising and coordinating mail processing services/activities.
- Skill in developing/monitoring departmental budgets and monitoring supply inventories.
- Skill in effectively supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High school diploma or equivalent; AND four (4) years records/information management experience, including supervisory experience; or an equivalent combination of education, training and experience. Must have Certified Records Management (CRM). Must have a valid driver's license.