

**GRADE: 14E**

**TITLE: DIRECTOR - RECORDS DIVISION**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: RECORDS**

**REPORTS TO: DEPUTY CHIEF, AUXILIARY SERVICES**

**SUPERVISES: SUPERVISORS, RECORDS DIVISION, RECORDS DIVISION STAFF & RECORDS RETENTION ANALYST**

**POSITION SUMMARY:** Develop, organize, maintain and manage an ongoing record management system program to ensure the Department's records retention schedule is adhered. Serve as the technical expert on agency-wide electronic and non-electronic records management issues. Manage the staff assigned to the Records Division.

## **FUNCTIONS OF THE JOB**

### **Essential Functions**

- 1) Develop and maintain the Department's records and information management program to ensure compliance with state public records statutes.
- 2) Develop the processes involved with the coordination and control of the archiving of paper and electronic records and files, including but not limited to storage, retrieval, timely destruction, disaster recovery, and security.
- 3) Manage Records personnel, to include training, analyzing and resolving work problems or assisting in solving work problems; approve of personnel actions such as hiring, promotion and disciplinary measures and checking the duty roster.
- 4) Respond to subpoenas from the public defender's office and attorneys.
- 5) Oversee the expungement of arrest records.
- 6) Coordinate record release with the Legal Division, Public Information Division, St. Louis County Police Department, Circuit Attorney's Office and/or Missouri State Highway Patrol.
- 7) Study and analyze the current records practices and make recommendations based on best industry practices.
- 8) Develop, maintain, and update policies and procedures for the Department's records management manual.
- 9) Oversee the retention of official records in the custody of the Department.
- 10) Develop and maintain archival records program and oversee the preservation and maintenance of all historic records.
- 11) Maintain records to provide documentation of the methodical retention and disposition of the Department's records.
- 12) Provide advice, consultation, and training on records and information management as appropriate.
- 13) Work collaboratively and proactively with the Legal, Information Technology and Planning and Research Divisions to ensure electronic records are maintained in accordance with state public records statutes, ensure accountability, and mitigate records-related litigation risks.
- 14) Conduct periodic evaluations of records and information practices for purposes of assessing compliance.
- 15) Report periodically to the Deputy Chief of Auxiliary Services, on the state of records management and retention, including the degree of compliance achieved by Department Bureaus and Divisions and recommendations for corrective action in cases on non-compliance.
- 16) Stay abreast of new trends, schedules, and innovations in the field of records and information management.
- 17) May participate in the capital planning process for information systems to ensure that the system design appropriately supports the records management function. Advise appropriate persons on the metadata requirements necessary to achieve this functionality.
- 18) Perform other similar or related tasks as assigned or requested.

**Marginal Functions:** None identified

**Physical Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, feeling, talking.
- 2) Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- 3) Sedentary work - exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently.

**Environmental Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of this job.

Normal office working conditions

## POSITION QUALIFICATION REQUIREMENTS

### Education:

Bachelor's Degree required. Major course work in Information Systems, Library Science, or Records Management preferred. Certification as a Certified Records Manager (CRM) or Federal Records Management Certification or candidacy in either is highly desired.

### Experience:

Minimal of 5 years of related experience with relevant records and information management experience with a minimum of 2 years of demonstrated project management experience. Demonstrated competencies in records management and its applications including inventorying and retention scheduling techniques as applied to all media, including electronic records; various file classification systems and techniques and principles supporting critical records systems.

**Skills and Abilities:** Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Strong knowledge of file and records management practices and security records management systems, which includes retention and disposition.
- 2) Strong analytical and problem solving skills.
- 3) Excellent written, verbal and interpersonal skills.
- 4) Strong planning and organization skills, including the ability to manage a number of projects concurrently.
- 5) Experience in workflow analysis and design relating to managing records.
- 6) Ability to work with all levels of management to assure compliance with policies, procedures, and practices of the records and information management program.

**Machines, Tools, Equipment and Work Aids:** Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Computer, calculator, related software programs, telephone and fax.

**License(s)/Certifications:** Certified Records Manager (CRM) or Federal Records Management Certification is highly desirable.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable accommodations are necessary or appropriate

<b>Original Evaluation</b>	<b>Revised By</b>	<b>Revised By</b>	<b>Revised By</b>
<b>MG: 9/09</b>			