

## **DIRECTOR OF ASSETS AND RECORDS MANAGEMENT**

**JOB CODE:** 6026  
**DEPARTMENT:** Tioga County Clerk's Office  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Non-Union  
**ADOPTED:** Adopted 2/21 – Reso. 61-21 Tioga Co. Personnel & Civil Service

**DISTINGUISHED FEATURES OF THE CLASS:** This management position is responsible for administering the records management program mandated by the NYS Local Government Records Law. Work involves the continual surveillance and review of non-current and archival public records kept, made, filed or received by the offices and departments of the County to determine their value, use, and most suitable method of preservation, storage and disposition. The incumbent is also responsible for establishing and maintaining Tioga County's assets and inventory management programs. Duties are performed in accordance with local, state and federal laws and guidelines. General supervision, with wide latitude for independent activity, is received from the County Clerk who is designated as Records Management Officer for Tioga County. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops and maintains a comprehensive inactive and archival records management program, including electronic records, in cooperation with local government officials in accordance with local, state and federal laws and guidelines;
- Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives' Records Retention and Disposition Schedules and other applicable retention schedules by the County departments;
- Establishes guidelines for suitable retention periods for records that are not covered by State Records Retention and Disposition Schedules, submits guidelines for review by Local Records Advisory Board, and proposes them for approval by State Archives;
- Supervises storage centers for inactive records;
- Lifting and moving boxes weighing up to 50 pounds;
- Coordinates, carries out, or participates in micro-graphics projects and planning for automated data processing systems;
- Establishes standards for proper records management in County departments and agencies, when requested;
- Establishes, implements, and maintains a system of fixed assets inventory in compliance with present or future guidelines established by federal, state or local laws;
- Ensures the sound management and preservation of archival records and their availability for research either directly or in cooperation with a designated local government archivist;
- Manages grants received from State, Federal and other agencies;
- Consults with state agencies involved with the supervision of records;
- Prepares informational releases relevant to the records management program;
- Supervises and performs difficult and involved reference services;
- Recommends purchase of records management supplies and equipment;
- Prepares reports on the records management program as requested;
- Recommends changes to program procedures when appropriate.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of records management and fixed assets inventory systems, methods, and techniques; good knowledge of archival assessment and organization; ability to research

records and deal positively with the public and internal customers; ability to interpret and apply statutes which relate to records management; ability to organize and file records efficiently; ability to prepare written reports; skill in the operation of various software applications; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college of university with a Bachelor's degree in public or business administration, library or information science, records information management, history, government, economics, or closely related field and two (2) years of work experience involving records management; OR
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in records information management or closely related field and four (4) years of work experience involving records management; OR
- c. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, possession of a Records / Information Management Certificate, and two (2) years of work experience involving records management; OR
- d. An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

**SUBSTITUTION NOTE:** Possession of an ARMA (Archives & Records Management Association) certification in Records Management may be substituted for two (2) years of the required experience.

Successful completion of 8 courses offered by the NYS Archives Association may be substituted for two (2) years of the required experience.

Records Management is defined as the establishment and maintenance of records in accordance with laws, rules, regulations, agency policy or other established standards. Experience may include record organization, review, storage, retrieval, disposition and/or similar activities. Filing is NOT record management.