



## CLASS SPECIFICATION

Class Title: Records Manager  
Department: Clerk-Auditor  
FLSA: Non-Exempt

Class Code: 250  
Eff. Date: 03/09/17  
Grade: 21

### GENERAL PURPOSE

Under general supervision from the Clerk/Auditor or Chief Deputy, performs skilled and complex duties related to records management functions including classification, preservation, and retention, and Government Records Access and Management Act (GRAMA) compliance.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises and assigns the work of others; evaluates performance in compliance with County policies, procedures, and practices. Addresses performance problems in a timely manner.

Manages and directs records workflow; understands and appropriately interprets and applies knowledge of records management laws, regulations, ordinances, policies, procedures, and standards.

Receives and properly handles sensitive and confidential information and records.

Exercises sound independent judgement.

Performs complex administrative work with accuracy; responds to records requests with administrative competence.

Creates, organizes, and maintains accurate files, records and reports, and organizes information in a clear and concise manner; monitors and tracks information and/or records.

Composes GRAMA response letters and other documents properly, accurately and using proper format.

Makes presentations to large groups and provides individual training to employees.

Performs official research; determines factual and analytical research necessary to carry out assignments related to requests for public records. Composes a variety of official communications and documents. Prepares written correspondence and other documents applying legal analysis of research results for review by supervisors and Civil Attorneys; drafts formal, routine legal documents in consultation with supervisors and Civil Attorneys.

### GRAMA:

- Maintains current knowledge on laws, procedures, and practices related to the retention and disposition of County records, and coordinates implementation in accordance with GRAMA and County ordinances.

- Receives and evaluates records requests and responds in compliance with relevant laws, ordinances, policies, and procedures. Assists departmental Records Specialist designees in the screening of requests for records and provides assistance with respect to reclassification of records.
- Reviews all appeals after initial appeal and issues recommendations to County officers, employees, agents, or representatives for possible resolution of an appeal.
- Acts as the liaison and contact agent for the County with the Utah State Archives and Records Service, and works with that State agency in the care, maintenance, scheduling, designation, classification, disposal, and preservation of County records.
- Advises County departments on records requirements, laws, and issues; coordinates with Administrative Officers regarding issues and makes recommendations that support compliance with federal and state laws and regulations, and County ordinances, policies, and procedures.
- As needed, coordinates with the Civil Division of the Davis county Attorney's Office in duties related to GRAMA.

#### Records Management:

- Coordinates the County Records Management Program; monitors and evaluates preservation processes for quality, effectiveness, and compliance with the Utah Government Records Access and Management Act; makes recommendations for improvements. Drafts policies and procedures for records preservation, storage, retrieval, and disposition and provides associated training to departmental Records Specialists.
- Manages the centralized records storage function and ensures County compliance with applicable records access laws and regulations. Assists in the preparation and maintenance of an inventory of County records.
- Manages all microfilm operations and activities, including indexing and conversion; meets with State Archives employees to ensure records are microfilmed in accordance with current State specifications, and meets quality and efficiency standards; attends State workshops on archiving techniques.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Perform other related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### 1. Education and Experience:

High school graduation or equivalent, plus five (5) years of full-time progressively responsible experience in public administration or records management; an acceptable combination of education and experience may be considered. Related education may be substituted for experience on a year-for-year basis up to two years.

Preference for one or more of the following:

- Government records management experience
- Public administration experience
- Legislative or legal research experience
- Supervisory experience
- Bachelor's Degree in political science, public or business administration, management or related field.
- Preference for knowledge of: records conversion through scanning, filming, and digital film transfers to Utah State Archives; microfilming techniques; operation and basic maintenance of equipment required to create, duplicate, and retrieve microfilm, applicable computer hardware and software; archival standards; records and files indexing and organization.

2. Special Qualifications:

Possess, or attain within six (6) months of hire date, Utah State Archives Records Officer Certification and certify annually thereafter.

Possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: legal research methods of GRAMA and other applicable laws, regulations, ordinances, policies, or procedures; maintenance and preservation of legal documents or other similar records; confidentiality requirements and procedures.

Skill in: composing various types of official communications and documents; using applicable computer hardware and software applications; using a fax machine, copier, scanner, multi-line telephone; 10-key calculator.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: perform, analyze, and appraise official research; exercise sound independent judgement; perform complex administrative work with accuracy; organize information in a clear and concise manner; compose GRAMA response letters and other documents; create, organize, and maintain accurate files, records, and reports; work for extended periods of time maintaining concentrated detail to attention; adhere to strict deadlines and coordinates multiple tasks efficiently; respond to records requests; train employees; manage and direct workflow; interpret and apply records management laws, regulations, ordinances, policies, procedures, and standards; operate all applicable equipment; properly handle sensitive and confidential information and records; make presentations to large groups; coordinate multiple tasks

efficiently; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, County employees, State officials, other agencies, and the general public.