Job Description

Job Title: Records Management Specialist
Grade: H
Department: Multiple
FLSA: Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Processes, validates and preserves documents/records for the department to satisfy accreditation, state auditing, regulatory or other requirements.

Characteristic Duties and Responsibilities:
1. Reviews and verifies documents/records for accuracy and audit readiness.
2. Modifies and maintains documents/records as assigned. Documents/records may include but not limited to course descriptions, course outlines and credential files.
3. Maintains files for documents/records to ensure easy retrieval and access. Files may include but not limited to Course Information Sheets and official correspondence with regulatory agencies.
4. Maintains databases for tracking purpose. Follow-up to ensure that required documents/records are received.
5. Maintains cumulative activity reports which may include but not limited to contract log, and end-of-semester report. Generates executive summary reports.
6. Serves as liaison for the department with other areas of the college to gather information and resolve issues.
7. May generate instruction/development contracts or rate sheets for instructors.
8. May evaluate timesheets and invoices against hours worked and rate of pay for accuracy.
9. May prepare and distribute class packets to instructors.
10. May generate and modify Course Origination Documents.
11. May trains new personnel on departmental processes, procedures, databases and computer systems.
12. Cross trains as needed.
13. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to an administrator in the department
Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration

Minimum Requirements:
High school diploma or GED with 2 years of experience utilizing computer skills including Microsoft Word and Excel gained through completion of formal training or on the job training and 2 years of full-time work

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.
December 2009
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experience (or the equivalent in part-time experience) in the field to include record keeping, customer service or database management

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of computers, desktop office applications and mainframe Access or other database skills
Good organizational, communication and customer service skills
Ability to work independently, to solve problems and work with details
Knowledge of college and departmental procedures
Have team-player outlook

Working Conditions:
Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, or to other campuses

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