

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ARCHIVES SUPERVISOR
CLASS CODE: 3068

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/25/08 (Revised 02/17/1998 version)
DEPARTMENT: RECORDER

JOB SUMMARY

Supervises activities of the records management function including scanning, filming, proofing, film processing, and maintenance of stored records in various forms. Supervises County archive activities and serves as County Records Officer.

CLASS CHARACTERISTICS

This is a supervisory classification level responsible for overseeing the County-wide function of archiving and other record management activities.

ESSENTIAL FUNCTIONS

Supervises Records Management personnel including providing training, proofing work, and conducting performance appraisals.

Teaches disaster preparedness procedures in conjunction with the Utah County Risk Management Committee.

Conducts records management training and maintains records management system including digital data to ensure proper use, storage, and disposal of records by County departments.

Attends records management training provided by Utah State Archives Department.

Ensures accuracy, authenticity, and quality of records produced from scanning and filming.

Oversees and maintains an accurate computerized inventory of documents at the records center pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

Prepares annual budget for the division. Maintains inventory of equipment and supplies.

Oversees cleaning and maintenance of all equipment.

Assists other departments and the public by researching and providing information and documentation of records when requested. Supervises the retrieval, copying, and refileing of requested documents.

Remains current on laws, procedures, and practices pertaining to the retention and disposition of public records.

Uses and trains others to use a variety of technical equipment including multiple scanners, archive writers, and computer disc burners.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in word processing, spreadsheets and basic computer programs; Knowledge of modern office practices and procedures; Ability to perform basic bookkeeping; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Ability to operate scanners, archive writers, CD burners, film duplicating, developing, and processing equipment, and office

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machines; Skill in photography and micro-photography; Knowledge of mechanical applications; Knowledge of Government Records Access Management Act (GRAMA) and other laws, standards, and policies related to record management; Knowledge of chemical applications; Knowledge of procedures relating to records preservation; Skill in contingency planning; and Knowledge of supervisory techniques.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Regularly ascend or descend ladders; Frequently use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of black and white contrast; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is regularly performed in a very noisy place; Work exposes incumbent to hazardous chemicals; and Work requires the use of protective devices such as earplugs, masks, gloves, and back supporters.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma plus one (1) year formal secretarial training including typing, word processing, bookkeeping, office procedures, and interpersonal communication; and four (4) years work experience performing records management activities including one (1) year in a lead or supervisory capacity. Preference is given to individuals who pass typing test at or above 40 WPM net.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.