



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7112
Pay Grade: E06

FLSA: Exempt
PTS

SUPERVISOR, RECORDS MANAGEMENT
<u>REPORTS TO:</u> Administrator, Student Information System
<u>SUPERVISES:</u> Records Management Department
<u>QUALIFICATIONS:</u> Bachelor's degree in Library Science, Management Information Systems and/or related field, from an accredited college or university, plus five (5) years progressively responsible related professional experience in records and information management, to include two (2) years of supervisory experience or other leadership capacity.
MAJOR FUNCTION
Performs responsible analytical and supervisory work overseeing Records Management operations for the School Board. Responsibilities include the planning, development, implementation, maintenance and disposition of all types of records within the school district. Position serves as an in-house consultant for all offices and schools. Services special related projects, as needed. Provides guidance and direction to personnel involved in the work of Central Records, Central Files and Archived Student Transcripts. Work is performed independently and reviewed through consultation and results obtained.
ESSENTIAL RESPONSIBILITIES
• Supervises assigned staff and provides direction to other related areas within the school system. • Serves as the district's records resource person and consults with various divisions, departments, and schools on implementation of a unified records management operation. • Reviews existing and potential systems, ascertains user needs and analyzes current methods; prepares and recommends changes and/or new systems. • Develops manual and/or automated Records and Information Systems. • Oversees the operation and maintenance of the Records and Information Systems including creation, receipt, storage, retrieval, protection, backup, reproduction, and disposition following all state of Florida laws. • Establishes records management policies and procedures, including those for the inactive Records Center, and resolves problems relating to these policies and procedures. • Establishes procedures for analyses of records systems. • Confers with vendors; makes evaluations and recommendations of equipment for purchase to management; participates in the negotiation of vendor contracts and agreements as needed. • Prepares and presents Records and Information Management programs to management and user organizations, as needed. • Supervises and/or conducts training for staff, schools and user department to ensure system standardization; conducts annual workshops for school records clerks, data management technicians, secretaries, and secretary/bookkeepers, at all school and department levels. • Develops, maintains and annually updates the Student Records Manual. • Monitors ongoing programs for effectiveness and mandatory compliance with State records retention guidelines through the Florida Department of State, Division of Library and Information Services, Records Management.

SUPERVISOR, RECORDS MANAGEMENT

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Analyzes, categorizes and classifies current department/office and student records, as appropriate, to develop record retention schedules.
- Handles special projects and applies a working knowledge of Records and Information systems and their applications to include but not limited to forms management.
- Prepares an annual budget for assigned area; develops a long-range department budget.
- Establishes a vital records protection program using microfilm, digital database, archival transcripts, and student information system student records for all students.
- Develops and maintains a uniform districtwide filing system.
- Oversees and reviews Records Management Department records and equipment inventories.
- Develops, implements and maintains the "custodian of record" designation for all district records.
- Serves as "Records Management Liaison Officer" in district contacts with the Florida Department of State, Division of Library and Information Services, Records Management.
- Oversees the transfer, storage or destruction of student and office records from departments and schools to Records Management on a yearly basis.
- Directs, implements and maintains the deletion of challenged materials from student records.
- Serves on related professional district committees and participates in seminars and conferences pertaining to records management, as required.
- Responds to public requests for records through all types of communication.
- Evaluates and recommends media formats and storage requirements to be used for records/information.
- Oversees the switch from paper to electronic recordkeeping.
- Deals with inquiries and requests for information from both internal and external clients.
- Ensures compliance with all financial, legal or administrative requirements and regulations.
- Classifies and indexing records.
- Destroys or archiving finished data/records.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid according to the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/88 MW; BOARD APPROVED: 10/12/88; REVISED: 3/95 PBL; BOARD APPROVED: 6/13/95; REVISED: MQ, MF, ER, 2/5/21 LM; BOARD APPROVED: 03/23/21; REVISED: RT 09/12/25 KM; REVISED: RT: 10/03/25

SUPERVISOR, RECORDS MANAGEMENT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

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