



RECORDS MANAGER - ARCHIVIST

BASIC FUNCTION

Under general direction, manage, plan, organize and implement the operations and staff involved in records management activities of the District; provide leadership and internal consulting services in support of District records programs; assure compliance with local, state and federal records maintenance and retention laws.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Manage professional and support staff; direct identification, development and implementation in the full scope of records management and retention policies and procedures, ensuring conformance with provisions of applicable laws and regulations. “E”
- Distribute and interpret State-approved records retention schedules; organize, inventory and archive district records; provide complete notification, documentation and physical preparation for destruction of records. “E”
- Research and establish best practices in areas of education records management; create standards and procedures for the transfer and management of records that are compatible with District resource conservation and sustainability policies. “E”
- Analyze and oversee the manual and computerized storage and retrieval systems for district records; connect, classify, organize and identify content systems which provide for systematic and simple ease of locating student and district files, documents, collections and related materials; oversee data conversion projects and partner with technology experts on electronic content storage and retention schedules. “E”
- Serve as authority for District records management program; provide support to District divisions, internal and external stakeholders in understanding the guidelines, rules and laws related to records maintenance and retention; develop and provide records management training and on-site assistance services. “E”
- Serve as authority for appraisal of all District records and artifacts with potential archival value; appraise potential archival value of contents; establish scope of collections; develop finding aids and indexes and process records and other materials with permanent value according to archival standards. “E”
- Collect, review, create inventory, and ensure preservation of District-owned art pieces; ensure minimum loss and deterioration of permanent records and materials using all possible conservation techniques. “E”
- Manage historical exhibits or displays for central administration and other offsite functions; build collections through accepting donations utilizing the Deed of Gift process. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Serve as a liaison between District and State Archives and Records; perform ongoing review and development of records retention schedules with State Records Committee. “E”
- Participate in the development of division budget; maintain budgetary controls to ensure division operations are within budget in accordance with District practices. “E”

- Prepare a wide variety of materials to document activities and issues, meet compliance requirements and provide supporting materials for requested actions. “E”
- Lead, participate in and represent the District at a variety of meetings, workshops, seminars and in-services. “E”
- Supervise the performance of assigned personnel; interview, select, evaluate and train employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Records Manager – Archivist provides technical expertise, leadership and guidance to district and department staff regarding records management, review and retention activities. Employees in this classification must possess extensive knowledge of and assure compliance with laws governing the collection, destruction, access, review and archival of student, business and public records and documents.

EMPLOYMENT STANDARDS

Knowledge of:

Requirements for the storage and disposition of District records in accordance with state, federal and district laws and procedures.

Laws pertaining to disclosure of public records.

Federal Family Educational Rights and Privacy Act (FERPA) and Oregon Public Records laws and District Administrative Directives.

Computerized records management and retrieval systems.

Principles of archives management and records management practices.

Best practices, principles, tools and techniques of records management.

Techniques and principles of high-quality customer service.

Internal consulting concepts and practices.

The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.

Effective written and oral communication techniques.

Elements of effective leadership and supervision.

Ability to:

Prioritize own workload and the workloads of others.

Participate effectively as a team member and as a team facilitator when required.

Establish and maintain effective working relationships with students, parents, staff and public in a multi-cultural community.

Maintain confidentiality and integrity of data and records.

Provide security for all confidential records in accordance with requirements.

Understand, interpret, apply and explain complex state and federal policy, law, regulation and court decisions applicable to records management and retention.

Pursue ongoing Professional Development to stay current with laws and best practices

Actively expand historical knowledge as it relates to Portland Public Schools and Cultural Diversity.

Perform outreach to schools and communities regarding local history and cultural diversity of the District.

Support ways to engage families / students from diverse cultures

Develop and implement records policies, procedures, and systems.

Operate a computer terminal and perform data entry and retrieval functions.

Use digital applications for record-keeping, research, correspondence, document and material preservation, and conservation standards and practices.

Receive, sort, collect, move and position boxes or records weighing up to 40 pounds.

Use ladders, carts and dollies effectively and safely.

Review, interpret, and correct compliance documents such as transcripts and other legal documents.

Appraise, organize and catalog archival materials.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Develop and motivate the development of new work methods to improve efficiency.

Stay current on laws, regulations and guidelines related to public records access, maintenance and retention.
Prepare and present data in written and oral reports.
Set and adapt to changing work priorities.
Manage and supervise staff and operations.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
Champion, implement, assess and revise the PPS Equity in Public Purchasing and Contracting board policy.
Model ethical behavior and communicate high expectations of ethical behavior to others.
Maintain confidentiality of highly sensitive information.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies and software.

Education and Training:

A Bachelor's degree in Information Management, Library Science or related field which included archival training and ARMA Records Management Certification is required. Current membership in the Society of American Archivists is preferred.

Experience:

Three (3) years of professional records and archiving management in a large public organization working with digital records systems, indexes and catalog files. Experience in a lead, supervisory or management role is preferred.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Experience working in a richly diverse school community and environment is highly desirable.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment.

Hazards: May engage in conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 40 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 29

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P