

Classification Specification: Records Management Supervisor

Classification Number: 63275
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Supervises and performs all aspects of records processing including on-line entry of requests. Responds to requests for records and resolves problems regarding record issues. Oversees compliance with state and/or federal rules governing release of record information.

Essential/Primary Duties

- Oversees records processes for a department, school or other University office. Coordinates workflow within the department relating to the processing of requests for records.
- Responds to records requests from students, alumni and outside agencies and institutions. Resolves problems associated with requests. May coordinate with other University offices to resolve records issues.
- Oversees the retention of documents. Coordinates the destruction of sensitive records in accordance with state and federal guidelines.
- Supervises, evaluates and assists with hiring of staff and student workers.
- Prepares documents for digital imaging, indexes forms and provides quality control.
- Monitors compliance with the state and federal rules governing release of record information. Develops policies and procedures concerning records maintenance and data collection. Trains staff on new procedures and systems.
- Works with vendors to obtain supplies and maintain machines or other services. Assists as needed with other record area functions.

Experience and Education

Experience

- One year related experience required previous supervisory experience and/or training required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

Clerical Specialist or other staff

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.