

Information and Records Manager

Position Details

Class Code: 4405

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, manages information and records management programs to ensure regulatory compliance and assists with the District's Emergency Management Operations.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares and maintains the division Document Control Administrative Procedures Manual.
2. Supervises and coordinates the development and implementation of records management systems that address and ensure compliance with state and federal regulations and legal requirements relating to records retention, storage media, and admissibility of information.
3. Develops and maintains division records retention schedules and requirements in accordance with the Nevada State and Local Government Archives Manual.
4. Manages the division Records Archives program.
5. Coordinates and prepares feasibility studies for division/District-wide applications/records retention programs.

6. Plans, organizes, and prepares applicable technical reports, specifications, procedures, milestone charts, and functional flow charts of appropriate divisional/District activities.
 7. Keeps current on state and federal regulations and legal requirements relating to records retention programs and information management techniques, equipment, and technologies.
 8. Manages the division Micrographics Program; develops and ensures compliance with microfilm specifications and standards.
 9. Plans, prepares, revises, and distributes the District's Emergency Action Manual and Plan.
 10. Attends meetings at the County Emergency Management Center to provide input and coordinate emergency management exercises with applicable District personnel.
 11. Acts as liaison and is designated as the critical point of information person in coordinating emergencies/responses with governmental and private agencies.
 12. Supervises, trains, and coordinates assigned staff in preparing, processing, storing, retrieving, microfilming, and archiving of division records.
 13. Provides input for the evaluation of assigned staff.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for developing, implementing, and managing the Facilities Division Records Management Systems and assisting with District Emergency Management Operations.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of National Fire Protection Association (NFPA 232), requirements for protecting vital and important records.
2. Knowledge of regulatory and state record retention and archiving requirements.
3. Knowledge of micrographics and optical technology in accordance with the Association for Information and Image Management (AIIM).
4. Knowledge of information and records management systems and database management.
5. Knowledge of Emergency Management Operations.

6. Ability to conceptualize division and district operations/activities to prepare required documentation including functional and informational flow charts.
 7. Ability to possess and display personal characteristics, including but not limited to: poise, perspective, integrity, and flexibility.
 8. Ability to read and interpret technical material.
 9. Ability to supervise and evaluate assigned staff.
 10. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
 11. Ability to work independently.
 12. Ability to cooperatively work with employees, vendors, public, and government agencies.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Associate's degree in related field (i.e., Business, Library Science, Computer Science/Technology, etc.) and six (6) years of experience in information and records management systems; or, Bachelor's Degree in related field (i.e., Business, Library Science, Computer Science/Technology, etc.) and four (4) years of experience in information and records management systems.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Certified Records Manager certificate (issued by the Association of Records Managers and Administrators).
2. Strong administrative management background with an emphasis in records management and technical writing skills.
3. Training and/or experience in preparation, communication, and presentations to various interest groups.
4. Supervisory experience.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
 3. College transcript(s).
 4. Certified Records Manager certificate, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - offices, schools (classrooms, cafeterias, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, etc.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Occasional climbing and crawling. Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, copy machines, calculators or 10-key adding machines, fax machines, telephones, ladders, electronic testing equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/11/23
- Created: 03/14/02