



Archives Supervisor

Job Description

Department: Recorder
Position: Career Service
Starting Step: 34, Table 14
Supervisory: Yes
Reports to: County Recorder

Summary

Under general supervision of the elected County Recorder, supervises 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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise Records Management personnel including providing training, proofing work, and conducting performance appraisals.
2. Teach disaster preparedness procedures in conjunction with the Utah County Risk Management Committee.
3. Conduct records management training and maintain records management system including digital data to ensure proper use, storage, and disposal of records by County departments.
4. Attend records management training provided by Utah State Archives Department.
5. Ensure accuracy, authenticity, and quality of records produced from scanning and filming.
6. Oversee and maintain 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.
7. Prepare annual budget for the division; enter and track purchase orders.
8. Maintain inventory of equipment and supplies.
9. Oversee cleaning and maintenance of all equipment; process maintenance agreements.
10. Supervise the retrieval, copying, and refile of requested documents; assist other departments and the public by researching and providing information and documentation of records when requested.
11. Remain current on laws, procedures, and practices pertaining to the retention and disposition of public records.
12. Use and train others to use a variety of technical equipment including multiple scanners, archive writers, and computer disc burners.

Knowledge, Skills, and Abilities

Knowledge of modern office practices and procedures

For Office Use Only

Class Code: 3068

Class Title: Archives Supervisor

FLSA: Non-Exempt

Effective Date: 7/10/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

Knowledge of Government Records Access Management Act (GRAMA) and other laws, standards, and policies related to record management
Knowledge of mechanical applications
Knowledge of procedures relating to records preservation
Knowledge of chemical applications
Knowledge of supervisory techniques
Skilled in reading, writing, and basic math and bookkeeping
Skilled in word processing and basic computer programs
Skilled in creating documents and basic spreadsheets
Skilled in operating scanners, archive writers, CD burners, film duplicating, developing, and processing equipment as well as standard office equipment; photography and micro-photography
Skilled in contingency planning
Skilled in 10-key
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to communicate effectively verbally and in writing
Ability to coordinate multiple tasks efficiently
Ability to supervise and train others
Ability to make effective presentations

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position exposes incumbent to hazardous chemicals, and requires the use of protective devices such as earplugs, masks, gloves, and back supporters. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, but shredding documents may cause noise.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 50 pounds.

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Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 20 percent travel.

Required Education and Experience

- 1. High school diploma or equivalent
- 2. And five (5) years of complex clerical, photo processing, inventory, or library etc. work experience of which a minimum of two (2) years is directly related to records management work experience
- 3. Equivalent combinations of education and experience may also be considered

Preferred Education and Experience

- 1. Preference may be given to applicants with lead or supervisory experience

Additional Eligibility Qualifications

- 1. Applicant must possess a current driver’s license and obtain a valid State of Utah drivers license within 60 days of employment
- 2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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