

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RECORDS MANAGER

JOB CODE: 30073	PAY GRADE: 25	PAY RANGE: \$64,800 - \$103,680
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GENERAL DESCRIPTION

Under the general supervision of Support Services Bureau Commander, the primary focus of this position is planning, assigning, and reviewing of work of a staff of subordinate members in a clerical section with full responsibility under general supervision for processing and maintaining a large number of records. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs duties of Records Custodian, including testifying in Court;
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses;
- Assesses staffing needs, interviews, recruits, or assists in the recruitment and hiring of personnel;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or related field
- Five (5) years' experience as a records custodian or related field with two (2) years in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the policies, procedures, rules and regulations governing the operations of record management, retention, and destruction
- Knowledge of state statutes, laws, ordinances, and requirements related to the field of Records management.
- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, or reach