

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RECORDS MANAGER

JOB CODE: 30073	PAY GRADE: 26	PAY RANGE: \$75,468 - \$120,748
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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

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- 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;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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, Public Administration or related field AND
- Five (5) years' experience as a records custodian or related experience with two (2) years in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

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

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- 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
- Lift up to 50 lbs.
- Occasionally bend, squat, or reach