



**Records Management Assistant  
Office of Board Governance**

**BASIC FUNCTION:**

Under general supervision, the Records Management Specialist will perform a variety of analytical and administrative duties related to the development, implementation, and maintenance of the District's records management program. In a support staff capacity, the responsibilities of the role include involvement in the planning, implementation, maintenance, and disposition of district records as well as ensuring compliance with all state and federal regulations and applicable policies and procedures of the Milwaukee Board of School Directors.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**PUBLIC ACCESS (45%)**

1. Assists the Board Policy Analyst in coordinating, analyzing, and responding to requests by members of the public who wish to access to District records, in compliance with Wisconsin Public Records law.

**PROGRAM DEVELOPMENT (25%)**

2. Supports the work of the MPS Records Management Advisory Committee, which includes developing and implementing a district-wide system for storing, retrieving, and providing both internal and public access to district records.
3. Provides subject matter expertise and advice on records management, retention, and destruction to district departments, divisions, and schools.
4. Assists with researching, developing, and updating appropriate Board policies and procedures that guide the retention, maintenance, transfer, disposition, and destruction of district records.
5. Works with the Division of Technology and the Board Policy Analyst to review existing systems and ascertain the records management needs of various departments and schools, including evaluating both physical and digital records management systems for potential use in the District.

**MAINTENANCE and COMPLIANCE (20%)**

6. Works with the City Attorney and MPS administrators to ensure that the District's records policies, procedures, and practices are in compliance with applicable laws, statutes, and Board policy.
7. Assists the Board Policy Analyst in scheduling and conducting training sessions for managers and staff members who are responsible for records management.
8. Helps to facilitate the transition to a new records management system, which may include assisting with the conversion of records from one format to another, coding records, data entry, and records destruction.

**OTHER DUTIES (10%)**

9. Assists with other duties as assigned, which may include assisting with research, policy analysis, constituent relations, and providing Board member support.
10. Actively supports the MPS Strategic Plan.

**SUPERVISION RECEIVED:**

The Records Management Specialist resides in the Office of Board Governance - Information Services area, under general supervision of the Director, Office of Board Governance.

**JOB REQUIREMENTS:**

**Education:** A Bachelor's degree in library science, business administration, public policy, accounting, or other related field is desired. Demonstrated progress toward attaining a relevant degree is also acceptable.

**Experience:** Two to four years of experience in records and information management is required. Experience with using an electronic document management system is desired. Familiarity with using outdated forms of record retention such as CD's, floppy disks, microfilm and microfiche as well as the ability to troubleshoot issues that may arise with converting these formats is essential. Experience in the public sector or with public policy is a plus.

**Knowledge, Skills, and Abilities:**

Effective communication skills are essential, including the ability lead oral presentations and train others. Must be equally comfortable working independently as well as working collaboratively on a team. Must be able to perform work that depends heavily on analytical skills and that is performed in a methodical manner. Proficiency with the Microsoft Office Suite is essential.

**WORKING ENVIRONMENT:**

General office environment. May periodically need to lift boxes onto or down from shelving or move boxes on a cart.

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**QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.