



POSITION DESCRIPTION

JOB TITLE: Records Management Specialist Job Class:	
DATE	Office of Board Governance
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Performs duties required to oversee and ensure that the District meets all legal requirements for the maintenance, security, destruction, confidentiality, access and release of public records for Milwaukee Public Schools (MPS). Ensures the MPS records management program is in compliance with all applicable state and federal regulations and the policies and procedures of the Milwaukee Board of School Directors. Responsibilities include coordinating the planning, development, implementation, maintenance and disposition of records within MPS.</p>	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Serves as the resource person and consults with various divisions, departments and schools on the implementation of a unified records management operation for Milwaukee Public Schools (MPS).
2. Works closely with the Office of the City Attorney to ensure that District records management and destruction policies, procedures and practices meet all legal requirements.
3. Facilitates and coordinates the Milwaukee Public Schools' Record Management Advisory Committee to review, promote and implement district-wide sharing and public access to the District's information resources.
4. Oversees the implementation of MPS Administrative Policy and the provision of guidelines for development and maintenance of District records standards and records management operations.
5. Coordinates the operation and maintenance of the records systems including creation, receipt, storage, security, access, retrieval and disposition.
6. Works with the Division of Technology to review existing records systems, ascertain user needs and recommend necessary changes or updated systems.
7. Facilitates the development and implementation of a plan for district departments, divisions and offices to analyze, categorize and classify current records to develop appropriate retention schedules.
8. Reviews District retention schedules and policies annually to ensure adherence to all regulatory guidelines.

9. Develops and maintains the “custodian of record” designation for all district records.
10. Serves as the liaison officer for records shared with the Wisconsin Department of Public Instruction, the City of Milwaukee, other school districts and entities that may be requesting MPS records.
11. Schedules and conducts training sessions for designated departments and managers responsible for records management.
12. Updates records management procedures to ensure they reflect the practices of MPS.
13. Coordinates the response to all inquiries (except those pertaining specifically to student records) regarding records requested under Wisconsin Open Records laws.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives general supervision from the Director, Office and Board Governance and the Constituent Ombudsperson/Board Information Officer

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May coordinate work of clerical staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor’s degree in library science, business administration, public policy or a related field is required.

Experience Requirements

Three to five years of progressively responsible experience in records and information management is required; experience with a public sector entity is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Organization and attention to detail are critical. The ability to work independently is necessary. Must be able to work with a diverse population. An understanding of the legal requirements for records management is necessary. The ability to train others on the important policies and procedures. Ability to evaluate techniques and technology to ensure the most effective and efficient way to manage records. PC experience and knowledge of District databases and records management software is preferred.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.