SUMMARY/SCOPE/GOAL

Under general supervision performs a variety of administrative and paraprofessional duties in support of maintaining and providing responses to requests for public records on behalf of the district that includes general public records requests, subpoenaed records requests, requests for confidential and exempt records, requests for student records, requests for employee records, and occasional attendance in court and/or at depositions; ensures compliance with and guides district staff in the proper retention and disposition of public records. Works both independently and as a member of the Customer Care and Legal teams to ensure that individual employees, students, public, and district assets are adequately and appropriately protected while disseminating the required records under the Florida Statutes and Board Policies. This work requires the exercise of confidentiality due to the nature of the records managed. The Records Management Specialist is distinguished from journey-level clerical classifications in that the duties are paraprofessional in nature and require greater knowledge and judgment. The Records Management Specialist may support department administrative functions, but the majority of the work is not clerical in nature.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School or equivalent.
- Three (3) years of progressively responsible administrative work experience in a records retention and records management environment or legal, risk management or other technically geared administrative position.

PREFERRED/DESIRED:

- AA/AS degree from an accredited college or university in insurance, business, legal, or similar discipline.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Records Management Certification within one year of hire and maintained for continued employment in this or similarly situated position.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Under general supervision, reviews and analyzes daily incoming public records activities and student records and transcript requests to maintain a proactive, aggressive approach to records management.
2. Tracks and monitors correspondence, and communicates with departments districtwide to assemble documents and data responsive to public-records requests and subpoenas. Assists the Records Management Liaison Officer with the completion of annual compliance forms for the Florida Department of Education and Division of Library and Information Services.
3. Helps ensure proper disposition of eligible records in accordance with the applicable schedules established by the Florida Department of Education Division of Library and Information Services and the Florida Statutes.
4. Trains and advises district staff in records management practices including redaction and basic retention and destruction schedules.
5. Responds promptly to public-records requests and to questions from the public regarding agency records.
6. Inventories agency records, reports trends, and provides suggestions for efficiencies while maintaining compliance with applicable Board Policies, Florida Statutes, and any other applicable regulations.
7. Participates in agency decisions regarding microfilming, imaging, storage, and disposal.
8. Occasionally attends court and/or depositions as required.
9. Collaborates with BPS Government & Community Relations on satisfying media inquiries for documents and data. Informs Government & Community Relations of any media requests received directly.

OTHER DUTIES:
Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:
Knowledge of Board Policies and administrative procedures, union contract rules and regulations, Florida Statutes, Federal and state records retention requirements, and other applicable Federal and state laws and regulations. Ability to communicate these to employees clearly and concisely – orally and in writing. Ability to operate standard office machines. Intermediate knowledge of laws, codes, rules, insurance, or federal grants and regulations. Knowledge of and ability to perform various types data collection. Ability to recommend appropriate remediation plans.

Thorough knowledge of office automation; ability to determine process inefficiencies and make recommendations; requires advanced computer skills including charts, spreadsheets, form/template development, and field support of leadership team. Demonstrated skills utilizing Microsoft Office products such as Word, Excel, PowerPoint, Outlook, and Access for office automation. Ability to develop and maintain website content and related documents. Excellent interpersonal abilities to increase teamwork through effective communication; ability to communicate with tact, poise, patience, and courtesy. Ability to be a self-starter; must be able to efficiently and effectively manage multiple tasks in stressful situations. Flexibility to deal with changing priorities a must. Ability to use independent judgment in the performance of duties assigned. Ability to make decisions in accordance with federal, state, and local rules, regulations, and statutes and Board Policies and apply these to the working environment. Must possess exceptional organizational skills. Requires considerable knowledge of other departments’ functions.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:
EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(S) SEDENTARY WORK
Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

TRAVEL:
Travel between sites rarely. Travel out of county rarely.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.