

ELECTRONIC RECORDS MANAGEMENT TECHNICIAN

Final Date To Apply: April 19, 2019

Salary: \$37,500

Residency Requirement: On effective date of appointment, an employee must be a resident of Albany County and remain so throughout employment by Albany County per resolution 587 (2013).

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for managing the technical aspects of the Electronic Content Management System (ECMS) of the Hall of Records as well as any projects in Albany County that utilize this system. This includes but is not limited to designing workflows, forms, and templates, creating metadata, managing permissions, and learning how to use any additional ECMS features that the County may add to the system. To help administer the system, the position will liaise with the Division of Information Services including but not necessarily limited to questions about hardware, storage, and any other questions/needs germane to the ECMS. This position is also responsible for helping to organize and oversee any training required of ECMS users. To accomplish these tasks, the position will learn and stay current with ECMS best practices. The position will be expected to participate in the planning of projects and grants that involve the ECMS as well. The position is under the general direction of the Deputy County Clerk responsible for the Hall of Records. This is not a managerial position, and as such, the position may take direction from the Archivists, as well as from the Records Manager responsible for the Records Center, on a project-by-project basis. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Helps administer the ECMS via permission management, workflow construction, form construction, folder structure construction, and template construction for the Hall of Records, particularly for the Archives but also for the Records Center and for the other administrative functions of the agency as needed;
- Surveys and assesses current electronic records holdings and organization and assesses their condition. When possible, brings these records into the ECMS repository, builds template(s), constructs a folder structure, and generates the relevant metadata necessary for their organization and access;
- Surveys and assesses current electronic records storage policies, procedures, and methods, helping to establish new ones as necessary to realize best practices in the field;
- Ongoing education and training;
- Training and education of relevant staff;
- Works with the Division of Information Services when applicable to help manage electronic records storage and to help administer the ECMS.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough theoretical knowledge of electronic records management and storage best practices.
- Thorough technical knowledge of best practices for digital conversion of records from non-digital mediums, including the creation of metadata.
- Thorough technical knowledge of best practices related to the management of records that are already electronic, as well as technical knowledge about the creation of electronic records, including the creation of metadata.
- Familiarity with Archival and Records Management best practices.
- Excellent Microsoft Word and Excel skills.
- Strong communication skills.
- Strong organization skills.
- Ability to follow oral and written directions.
- Ability to lift 50 pound boxes.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from a New York State or regionally accredited college with at least a Bachelor's degree in either History, Social Science, Information, Archival, or Library Science or related field.

Please return completed applications to the attention of:

Craig Carlson
Albany County Hall of Records
95 Tivoli St.
Albany, NY
12207