



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Records Management Officer**

**SERIES PURPOSE:** The purpose of the Records Management Officer occupation is to maintain and update records and files associated with building construction and maintenance.

**CLASS CONCEPT:** The class works under general supervision and requires considerable knowledge in records management in order to create and implement a system of data collection and records maintenance; acts as a lead worker over assigned clerical personnel involved in records maintenance activities.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Independently manages a system of data collection and records maintenance.

Acts as a lead worker over clerical staff assigned; establishes procedures for maintenance and storage of records; maintains inventory of records; controls distribution of records.

Maintains and submits files and reports; maintains changes due to construction or remodeling and departmental/administrative changes; maintains changes due to the elimination of buildings, new construction, ownership or lease status, physical condition, functional condition, and replacement values.

Works with staff as needed to determine space changes which affect the plant operations and maintenance (POM) component of the instructional subsidy earnings for operating budget recommendations.

Assists in developing preliminary plans for construction, renovation, and restoration; designs details and alterations to plans independently and in cooperation with other staff; takes field measurements, sketches, and notes for developing preliminary plans; prints and/or plots drawings.

Calculates classroom and lab capacities and maintains data in Banner; maintains square footage for all buildings; maintains the Building and Facilities Code Files and campus floor plans; updates plans as needed; maintains floor plan books; copies material as necessary.

Prepares proposed and final plans under supervision of architect or staff engineers for bid projects; prepares reports, memos, publications, and color graphics for presentations using applicable software.

Maintains, removes, and installs all campus interior and exterior signage as well as lettering for vehicles and equipment; layouts plexi-glass and window signs and letter signs using vinyl cutting software; layouts signage as required.

Responds to inquiries and requests for information; maintains communication with various departments and/or institutions and/or other governmental sectors for purpose of obtaining and distributing information and carrying out records maintenance responsibilities; advises department administrators and personnel concerning data collection and records maintenance.

Performs related administrative and clerical duties; greets visitors and answers telephones; gives out keys; takes messages; radios and pages necessary area regarding requests or emergencies; prepares reports and correspondence; maintains inventory of supplies; sorts and distributes mail; orders supplies; works on special projects as requested.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: records management; electronic records storage systems\*; laws, rules, and procedures for retention, destruction, and distribution of records\*; supervisory principles/techniques\*; employee training and development\*; public relations; basic mathematic principles.

Skill in: written and verbal communication; use of a computer.

Ability to: apply principles to solve practical, everyday problems; gather, collate, and classify information about data, people, or things; write routine business letters reflecting standard procedures; prepare meaningful, concise, and accurate reports; handle sensitive inquiries from and contacts with various constituents.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one year of experience in records management, public relations, or business communications with an emphasis on written and verbal communication.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently 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 may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable