

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
HUMAN RESOURCES
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE **RECORDS MANAGER**

JOB DESCRIPTION: The Records Manager (RM) reports directly to the Potter County Commissioners Court. This position is responsible for administration and coordination of all records management activities for the County including microfilm to ensure compliance with all federal, state and local recordkeeping requirements. The RM is also responsible for the oversight and management of all outgoing USPS mail. The RM interacts with Potter County Commissioners Court, department heads/elected officials, County employees, and the general public on a regular basis.

Applicants may be required to pass a background investigation.

SKILLS REQUIRED: Candidates must possess a thorough knowledge of effective records management procedures and practices including implementation of the latest technologies, standards and procedures. Candidates must be able to read, comprehend and analyze complex data and information. Candidates must possess thorough knowledge of the Texas State Library and Archives Commission Local Schedule GR13TAC§7.125(b)(1). Candidates should have a strong working familiarity with computer applications such as spreadsheets and common email and word processing programs as well as cameras, microfilm and postage equipment; and should have strong organizational and interpersonal skills. Candidates must have a good driving record and be able to operate a vehicle used in travel, as needed.

ESSENTIAL DUTIES The RM acts as the hiring authority for the Records Management department including the supervision and management of 6 full-time employees and 1 part-time employee. RM must operate and manage an effective records center, archives and storage vault. RM must analyze the records management systems currently in place and implement procedures to improve current operations. RM oversees and manages County-wide outgoing USPS mail. RM is responsible for preparation and presentation of annual departmental budget to Commissioners Court. RM must communicate with employees, public, elected officials and department heads, both verbally and in writing, in a professional and effective manner. RM must maintain confidentiality. The RM is required to commute between county facilities in a variety of weather conditions and occasionally during evening hours. Some travel may be required.

PHYSICAL REQUIREMENTS: Ability to operate a computer, email, and to reach above shoulders, sit, bend, stoop, lift\move 25-35 lbs., as needed to complete job. Must effectively communicate with elected officials, county employees, vendors and the public. Some exposure to dark room chemicals may occur.

EDUCATION AND EXPERIENCE: A high school diploma or equivalent is required. Bachelor's Degree in business administration, management or related field is preferred. Certified Records Manager Certificate – Institute of CRM is preferred. A minimum of 7 years relevant experience is preferred. Preference may be granted for Potter County specific records management experience and/or supervisory experience.

STARTING SALARY: \$60,000 - \$62,000

FLSA STATUS: Exempt

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT
at human-resources@co.potter.tx.us**

**OR
THEY MAY BE MAILED OR DELIVERED IN PERSON TO
900 S. POLK, SUITE 705, AMARILLO TX 79101 806-349-4831**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED
POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,
AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."**