



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1255

STATE RECORDS MANAGEMENT SYSTEM ADMINISTRATOR

GRADE M

SCOPE OF WORK:

Provide oversight to the electronic and paper records management program and compliance to all applicable state and federal laws, regulations, and requirements related to the creation, maintenance, and disposition of state records in the executive branch of state government, colleges and universities in the ND University System, county, city and park district offices.

DUTIES PERFORMED:

- Provide records and forms management program guidance and advice to the judicial and legislative branches of state government.
- Responsible for establishing and maintaining a central microfilm unit, as well as developing the standards for the microfilm process and final product.
- Direct the electronic and paper records management program and assure compliance to all applicable state and federal laws, regulations, and requirements related to the creation, maintenance, and disposition of state records.
- Ensure compliance with various e-government initiatives, and other processes related to the proper documentation of government activities; ensure the retention of records that document essential business practices.
- Provide expert consultation and guide agency heads and record coordinators regarding the management of records in electronic and paper formats; provide advice in training, the analysis, design, and implementation of electronic content management system solutions.
- Develop and implement policies, standards and procedures for the effective management of state electronic and paper records and forms as well as to ensure accountability and mitigate records-related risks; regulate and manage the records and forms programs; provide assistance to agencies and other government entities to ensure proper implementation of procedures; provide standards for records retention schedules, storage, and final disposition of records.
- Advise information technology specialists on electronic records management issues and initiatives. Actively participate in the development of technology solutions that ensure the integrity of the State's information assets while increasing efficiency and expanding access.
- Develop and conduct compliance reviews of existing records management programs across the state enterprise.
- Develop recommendations for legislative changes related to statute. Provide legislative testimony regarding the records and forms management programs.
- Provide expertise and technology assistance in all aspects of implementing and maintaining a records management program, including all formats (electronic/paper).

- Facilitate communication among state agencies in relation to all types of records and information assets, as well as the management of risks associated with these assets.
- Respond to inquiries from private and public sources regarding the state records management program; provide interpretation of rules and regulations as appropriate; resolve conflicts pertaining to records management issues.
- Conduct research and maintain current knowledge of records and forms management techniques and emerging technology as it relates to electronic and paper forms, and records.
- Develop budgeting requirements; provide input to organizational strategic planning activities; perform required administrative records-keeping and reporting activities.
- Plan, organize, and direct the activities of employees assigned to the Records Management Section; develop and implement work standards and procedures; manage resources to include hiring, performance management, and training and guidance as needed.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in information management or business administration and three years of work experience in records system administration. One year of the required work experience must include responsibility for managing staff. Additional work experience beyond the required three years may be substituted for two years of the bachelor's degree requirement on a year-for-year basis provided that the additional work experience reflects an ability to perform the administrative and analytical duties required of this position.

Eff Date: 06/88 - Director, Document Management Division, grade 28
Rev: 07/91 - Re-titled as Associate Director, Records Management
Rev: 08/97 - Re-titled; grade reviewed and changed
Rev: 07/12 - Conversion to Hay System
Rev: 04/15 - Updated Class Description