

**Records Management Officer
Job Guidelines
For Texas State Agencies and Institutions of Higher Education**

JOB SUMMARY

The Records Management Officer (RMO) reports to the agency head or to a person with a title functionally equivalent to the deputy executive director. Administers the agency's records and information management program established by law under Texas Government Code, Section 441.183. Assists the agency head or designee in fulfilling all of the agency head's duties under this subchapter and rules adopted by the Texas State Library and Archives Commission (TSLAC). Ensures employees of the agency receive information and training concerning state laws, administrative rules, and agency policies and procedures relating to the management of state records in all formats.

Performs complex managerial and program administration work overseeing the daily operations and activities of the State Agency Records and Information Management (RIM) program and serving as the agency's centralized point-of-contact for the TSLAC. Work involves developing RIM guidelines, priorities, policies, and procedures for records in all formats; serving as the Records Management Officer for the agency; developing retention schedules, RIM budget, archival processes, vital records protection, records storage and retrieval processes; and managing the RIM contracts. Plans, assigns, and supervises the work of others; monitors RIM vendor performance; and leads RIM workgroup activities. Works under limited supervision with extensive latitude for the use of initiative and independent judgment. The position may be placed within the administrative, legal, information technology, or any other areas that are related to records and information management.

ESSENTIAL TASKS

- Develops and leads the records and information management program.
- Develops and implements effective techniques for evaluating and improving the records and information management program.
- Develops records and information management policy and procedure manuals.
- Conducts and coordinates surveys, inspections, or reviews to determine compliance with records management requirements, laws, regulations, policies, and procedures.
- Provides consultative services and technical assistance to staff to plan, implement, and monitor an effective records and information program.
- Determines records and information management training requirements for staff and develops or oversees development of training materials.
- Provides guidance to staff in the development and integration of records and information management methods and procedures into daily activities.
- Participates with information technology staff and Information Resource Managers to ensure records and information management requirements are considered in the planning and building phases of information technology system selection and implementation projects.
- Determines need for and assists in identifying requirements for automating records and information management program.
- Tracks and identifies trends in records and information management and resolves operational problems.
- Prepares administrative reports, studies, and specialized research projects.
- Determine appropriate actions regarding storage, retention, duplication, final disposition practices and cost-effective operations.

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- Works with agency's executives, legal, information technology, emergency management, Public Information Office, program heads and others to ensure record capture, protection, and management of all agency records.
- Remains current in records management topics and trends through professional organizations, journals, and continuing education.

KNOWLEDGE AND SKILLS

- Knowledge of principles and practices of records management programs; Texas State Library and Archives Commission rules and regulations; local, state, and federal laws governing RIM programs.
- Knowledge and skills in project management; analyzing policies and procedures, decision-making for efficiency and effectiveness, monitoring vendor performance, and developing and managing a budget.
- Ability to manage the RIM program, lead collaborative workgroups to consensus decision-making, establish priorities and objectives; meet deadlines; develop, implement, and audit policies and procedures, and supervise the work of others.
- Knowledge and skills necessary to administer, implement, and/or maintain non-RIM specific functions performed by an organization. This includes supervision of non-RIM staff, budgeting, providing customer service, identifying and mapping work processes, providing input to management, contract negotiations and monitoring, and strategic planning.
- Knowledge and skills required to systematically manage records and information in all formats from creation or receipt through processing, distribution, organization, storage and retrieval, and disposition.
- Knowledge and skills necessary to proactively mitigate and manage the potential for damage to or loss of records and information.
- Knowledge and skills necessary to effectively exchange thoughts, messages, or information by speech, writing, or behavior and to effectively champion the benefits of a records management program within an agency.
- Knowledge and skills necessary to develop, maintain, and use information processing systems, software applications including MicroSoft Office Suite, and supporting hardware and networks for the processing and distribution of data.
- Knowledge and skills necessary to motivate groups of people toward the achievement of the RIM program goals within the context of the agency's overall goals.