

## The Maryland-National Capital Park and Planning Commission

TITLE: Records Management Specialist  
SERIES: General Administrative

GRADE: G CODE: 2351  
DATE: 4/11/89

### Class Definition

Under direction, implements and monitors the Commission's Information and Records Management System, including the Micrographics and Archives Programs. Provides technical expertise and program management on administrative records and correspondence, forms management, records and services selection, filing, and retrieval systems and files operation and management of Commission-wide information and paperwork management programs. Performs other related duties as assigned.

### Examples of Important Duties

1. Develops long-range plans and forecasts of needs for retention, storage, retrieval, and disposition of all Commission records in accordance with Commission policy and federal and state requirements.
2. Develops implementation policies and procedures for surveys of paperwork operations and recommends improvements in current records management practices, including the use of equipment and supplies employed in creating, maintaining and servicing records.
3. Initiates budget requests to provide operation and procurement funding for needed equipment and updating of programming.
4. Maintains currency with federal and state records retention law; maintains liaison with the Maryland Hall of Records for approval of amendments to the Commission records retention schedule and disposition authority.
5. Reviews the record retention schedule and makes recommendations for changes in retention periods or additions to the schedule.
6. Plans and designs a vital records protection and disaster recovery program.
7. Maintains the Commission Archives Program, which involves appraising, arranging, describing and preserving of archival material.
8. Supervises maintenance of card catalog for all Commission published materials and resolutions.

## The Maryland-National Capital Park and Planning Commission

TITLE: Records Management Specialist  
SERIES: General Administrative

GRADE: G CODE: 2351  
DATE: 4/11/89 PAGE 2

### Examples of Important Duties (Cont'd)

9. Plans, organizes and supervises all procedures and activities of the micrographics program for the archives collection, which involves selecting, preparing, and indexing materials to be placed on microfilm, arranging for microfilming and inspecting final product.
10. Provides Commission staff and public with information and/or documents from archives collection.

### Important Worker Characteristics

- A. Knowledge of (1) Commission activities;\* (2) Commission organization;\* (3) Commission policies and procedures;\* (4) office practices; (5) record management and archival practices and procedures; (6) microphotography and microfilm equipment.
- B. Skill in operation of (1) microfilm reader/printer; (2) typewriter; (3) auto.
- C. Ability to (1) understand a system of procedures; (2) apply principles to solve practical problems; (3) read routine and technical reports and correspondence; (4) write routine reports and correspondence; (5) organize work efficiently; (6) organize and file; (7) implement new and innovative paperwork management programs.

\* Developed primarily after employment in this job class.

### Minimum Qualifications

1. High school graduation or GED and four years of experience in archival and records management techniques; or
2. An equivalent combination of education and experience.
3. Valid driver's license or the ability to acquire one.
4. Ability to type or data enter.

### Working Conditions

Works in office. Moderate pressure to meet deadlines.