



SEALASKA HERITAGE

POSITION DESCRIPTION

Records Manager

INFORMATION

Department:	Archives & Collections
Reports to:	Archives & Collections Director
Location of Work:	Juneau, Alaska
Classification:	Exempt
Date:	April 1, 2022

SUMMARY/OBJECTIVE

The Records Manager is responsible for maintaining the records of Sealaska Heritage Institute. This would involve first creating a records retention schedule according to applicable statutory and regulatory requirements and SHI's own policies and then adhering to that schedule. Further responsibilities include preserving vital and historical records; maintaining and updating appropriate corporate libraries and repositories, both paper and electronic; promoting access to information; and providing policy and procedure guidance for record maintenance.

ESSENTIAL FUNCTIONS

- Provide records management programs, budget and services:
 - Develop records management initiatives and annualized budget.
 - Design, implement, evaluate, and continually improve records management programs and services.
 - Advise and resolve regulatory, information, and technical issues; liaise with senior management and/or departments on recordkeeping requirements; and provide user instruction, orientation, and coach user community (management, staff, etc.).
- Implement and update recordkeeping system:
 - Assess needs, determine requirements, identify/evaluate options, select, implement, and test organization and description component for paper and electronic records.
 - Create, apply, and maintain classification schemes, indices, and thesauri.
 - Create or derive description for content, context, and format of records and metadata.
- Store and protect records:
 - Acquire storage facilities and provide storage services.
 - Develop media management, protection, and preservation solutions.
 - Develop, implement, and maintain security solutions.
 - Develop, test, and maintain vital records and disaster recovery plan.
- Provide access to records:

- Create, select, implement, and test access and retrieval component of recordkeeping system.
- Manage user data by registering, issuing identification, and maintain data.
- Analyze, identify, monitor, and process retrieval record requests.
- Dispose of records:
 - Assess needs; determine requirements; identify/evaluate options; and select, implement, and test retention and disposition of recordkeeping system.
 - Draft, obtain approvals, and communicate approved retention and disposition schedule.
 - Apply, monitor compliance, maintain, and amend retention and disposition schedule.
- Supervise administrative employees; provide training and guidance for administrative staff and consulting for third parties in records management.

COMPETENCIES

- Knowledge of State and Federal laws; and general policies as they relate to record keeping and update operating manuals.
- Experience in regular reporting through identified chains of command; preparation and presentation of reports to all levels of personnel, including Board of Trustees.
- Knowledge of database creation and management, and generation of reports from data fields; sophisticated forms, schedules and other reports.
- Education and experience in creation of budgets and oversight of departmental and subsidiary expenditures.
- Ability to handle confidential and proprietary materials and information with discretion.
- Knowledge of Northwest Coast Indigenous art, object collections, culture and heritage required.
- Excellent interpersonal, written, and oral communication and collaboration skills.
- Ability and willingness to maintain high level of accuracy and attention to detail is essential, as is the ability to work well under pressure with a wide variety of professionals, vendors, students, docents, and other.

SUPERVISORY RESPONSIBILITY

The position has no supervisory responsibilities.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS



While performing the duties of this position, the employee is regularly required to talk and listen. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Regular hours of work are 8:00am to 4:30pm Monday through Friday.

TRAVEL

No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in library science, computer science or business administration
- One year of related work experience.
- Strong knowledge of Alaska Native cultures

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in library science, computer science or business administration
- Experience in public speaking and assisting the public

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

