

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: RECORDS AND PUBLICATIONS SUPERVISOR (Range S-24)

#### **BASIC FUNCTION:**

Under the direction of the Publications/Warehouse Manager, will facilitate the development and setting up of electronic archive systems, Digital Store Front, Video/Audio archives and maintain these to ensure compliance with legislation, regulations, legal, and administrative requirements.

#### **REPRESENTATIVE DUTIES:**

Set up and customize software to provide each RUSD department with digital filing system. *E*

Provide direction to support staff. *E*

Maintain integrity and security of all electronic documents and system users. *E*

Provide training and information to users enabling appropriate use and access to information. *E*

Oversee the changeover from paper to electronic records management. *E*

Facilitate the implementation of plan to digitize entire District records. *E*

Organize and maintain Warehouse paper archives. *E*

Develop standardized District procedures for filing, protecting, and retrieving records, reports, and other information contained in archive system. *E*

Serve as Notary Public for the District. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Laws and regulations regarding release of student information, files and transcripts.

Records retention rules and regulations.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Modern office practices and procedures, including scanning & filing/digital systems.

Telephone and interpersonal skills using tact, patience and courtesy.

Establish and maintain databases.

Record-keeping techniques and statistical typing.

Oral and written communication skills.

**ABILITY TO:**

Perform a variety of duties related to digitally preserving District records.  
Manage time and work effectively.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Operate a variety of office equipment including a computer terminal, scanner, printer, fax machine and calculator.  
Perform clerical and accounting work with speed and accuracy.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of experience in clerical work and automated office equipment including computers, one year in a lead capacity desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license  
Required to receive license as a Notary Public within six months of employment.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment; exposure to heat and cold in the Warehouse.  
Constant interruptions.  
Drive a vehicle to conduct District business.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate equipment.  
Seeing to read various materials.  
Lifting heavy objects.  
Hearing and speaking to exchange information in person or on the telephone.  
Bending at the waist, kneeling or crouching to scan materials.  
Sitting or standing for extended periods of time.