



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Records Management
FLSA Category: Exempt
Grade: 24
Job Code: 2449

DUTIES

Job Summary: Oversees daily administration of the ESO Department electronic records system and the conversion of existing ESO files to electronic files, plans future needs in electronic records management.

Duties and Responsibilities:

- Supervises daily activities of Records Unit
- Supervises and directs Records Unit staff
- Develops policies and procedures related to electronic records, e-personnel files, records management, etc.
- Plans document imaging projects for other ESO units and works with unit head on security levels, document indexing, and scanning needs
- Audits documents scanned by the Records Technician for clarity and accuracy in indexing
- Handles processing, scanning, and indexing of all sensitive ESO data such as performance appraisals, grievances, and disciplinary action records, while ensuring integrity and confidentiality
- Maintains the on-line faculty/ staff directory
- Assists in reviewing PeopleSoft data that feeds to other systems for accuracy. Makes necessary corrections in PeopleSoft
- Collaborates with IT in the development of Query reports and any upgrades in the records management system
- Collaborates with Asst. VP and IT in developing retention schedules and archiving data
- Recommends changes in work procedure to improve filing system efficiency

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree
Experience: Minimum of three (3) years in employee records management
Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.