
Auburn University Job Description

Job Title: **Mgr, Records Management**

Job Family: No Family

Job Code: **EB28**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Responsible for the effective and appropriate management of Auburn University's employment records from their creation through to their eventual disposal.

Essential Functions

1. Oversees the management of electronic and/or paper-based information for all university employees, to include faculty and staff.
2. Advises and trains staff in other departments on the management of their records and information, Banner HR System and leave policies.
3. Prepares and analyzes data entry/error reports to aid in problem solving.
4. Responsible for assigning appropriate access levels to information for Banner; responds to internal and external information inquiries; ensures compliance with relevant legislation and regulations and policies and procedures.
5. Analyzes and evaluates current records management policies, procedures and processes, and develops and implements recommendations for improvements or implementation of new policies.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	High School	High School diploma or equivalent
Experience (yrs.)	5	Experience in records management procedures and guidelines

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of records management theories, practices, rules and regulations. The use of automated systems, software and equipment associated with records management.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires climbing or balancing, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/26/2016
