

<b>Job Title:</b>	<b>Electronic Records Administrator</b>	<b>Open Competitive Recruitment</b>
<b>Position opens:</b>	September 26, 2017	
<b>Position closes:</b>	October 24, 2017, 4:30 p.m.	
<b>Annualized salary:</b>	\$62,088 - \$68,460 (Grade IV, Step A-C) depending on skills and experience Teamsters Union Local 763 Relocation assistance will not be provided.	
<b>Work Week:</b>	38.75 hours per week, Monday through Friday	
<b>To apply:</b>	Please email your resume to Susan Campbell at <a href="mailto:recruitment@pscleanair.org">recruitment@pscleanair.org</a>	

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Kitsap, Pierce and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region's contribution to climate change. We achieve our mission by monitoring air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our Agency is composed of approximately 74 staff members including: inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communications. Our operations are supported by a team of specialists, as well as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit [www.pscleanair.org](http://www.pscleanair.org). We are governed by a Board of Directors which includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

Also, as a part of the Agency's strategic plan, we are deepening our commitment to equity and community engagement. We value an inclusive environment and equitable approaches to our work. We strive to be consistent yet equitable in our practices and policies, as well as in our external relationships among residents, businesses, and community partners. We also value equity, which means doing whatever it takes to ensure every person in our region has the same air-related health outcomes and benefits. The Agency aims to do this while providing responsive customer service through our regulatory and monitoring work as well as partnering with communities to develop solutions through our voluntary programs.

### **Position Overview**

The **Electronic Records Administrator** is a regular full-time position supervised by the Technology Manager. The individual hired into this position will focus on responding to public records requests made by the public, maintaining the catalog of electronic records in the Public Documents network folder, the Electronic Email Management (EMS) shared folder structure on the Exchange email server and the Compliance Records Center. This position is also responsible for maintaining paper records in off-site storage. This position coordinates with the Agency's Public Records Officer for annual review and disposition of records pursuant to the Agency's retention schedules. The administration of records is conducted in accordance with the state Public Records Act (RCW 52.46), Agency Regulation I, Article 14, the Agency's retention schedules and other records policies and state archive requirements.

## Electronic Records Administrator

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The Electronic Records Administrator assists in the organization, execution and support of services and activities of Central Files including: 1) Responding to internal and external records requests; 2) Administering and documenting an electronic records management system; 3) Participating in the organization, maintenance, archiving, and disposition of Agency records; and 4) Assisting the Technology Manager with project related tasks associated with the electronic Records Center.

This position reports directly to the Technology Manager. However, the Agency's General Counsel (and/or Agency Attorney) may make work assignments for this position. This position will work in concert with other Records Administrator(s), but does not take direction from them. Work duties are shared among the Electronic Records Administrator, Records Administrator and Legal Assistant. Duties may overlap at times.

The specific job responsibilities include but are not limited to the following:

- Responds in a timely manner to internal and external public records requests. Performs all functions related to requests, including but not limited to: intake and clarification of requests; tracking requests; communicating with requestors; finding and preparing paper and electronic records for production; and identifying and preparing exemption logs and redacted records.
- Scans and indexes paper records into the Compliance Records Center database including metadata tagging, cataloging and reporting.
- Works closely with the other Records Administrator(s) and Legal Assistant to index, catalog, and file Agency records (paper and electronic).
- Creates and maintains network folder structures for storing electronic records.
- Administers the Agency's Contract Tracking system with respect to managing and maintaining Agency records.
- Maintains the catalog of Agency forms.
- Performs or assists in posting electronic records to the Agency web site.
- In conjunction with the Agency Public Records Officer, administers, records retention schedules on paper and electronic records, including timely disposition.
- Assists in Agency rule-making related to compliance with the Public Records Act.
- Assists the Legal Department in response to legal discovery.
- Performs other duties as may be assigned.

### **Skills and Abilities**

The ideal candidate will possess:

- Proficiency with the Microsoft Office suite of applications (Excel, Word, and Outlook).
- General understanding of relational database and SQL queries (desired).
- Strong communication skills, written and verbal, e.g., general office writing, meeting agenda, one-on-one and small group presentations, and with the public.
- Time management – self and project.
- Superior interpersonal skills, including the patience to work well with customers; listening and questioning skills.
- Excellent teamwork, collaboration and communication skills as evidenced by past experience.
- Ability to apply sound judgement and understand the principles around policies and procedures; apply critical thinking.
- Highly developed organizational skills, e.g. creating categorizing structure for electronic and paper data.
- Ability to work independently and accomplish work within deadlines.
- High attention to detail and accuracy.

### **Education and Experience**

Candidates may have any combination of education and experience which provides the knowledge, skills, and ability to perform the job.

- Associate's Degree or higher education from an accredited college or proven relevant experience
- Current Certified Public Records Officer accreditation (CPRO) [from the Washington Association of Public Records Officers (WAPRO) –or– National Archives (NARA) Certificate in Federal Records Management Training] –or– Certification as a Records Manager through Institute of Certified Records Managers (ICRM) is preferred
- Minimum of 5 years professional work experience administering public records

### **Benefits**

The Agency provides an attractive benefits package which includes:

- Washington Public Employees' Retirement System (PERS) – All full-time employees are required to be part of PERS and choose between PERS 2 and 3
- Medical, dental and vision insurance
- Employees may also elect to participate in the Agency's 125 Plan, Section 105
- Employer paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP) – the EAP provides a free confidential resource outside the workplace for full-time employees and immediate family members
- Life Insurance - employer paid term life insurance equal to the employee's annual salary
- Short Term Disability
- Long Term Disability
- Tuition Assistance
- Flexible work schedule