

Position Title: Program Records Manager

Position Summary: The Lake Michigan Air Directors Consortium (LADCO) is accepting applications for a Program Records Manager to assist the Wisconsin Department of Natural Resources (WDNR) with coordinating all records management activities for the WDNR Air Management Program. The position will be located at the WDNR headquarters in Madison, Wisconsin. Starting pay will range from \$20.00/hr to \$26.00/hr and is based on the candidate's qualifications and experience. Job duties include:

1. Coordinate and oversee the records management activities of the program. This includes the maintenance of records, coordination of open records requests, development and implementation of record digitization, and RDA development. Represent the program on the department's records management expert group and other appropriate teams and committees.

Duties include developing and implementing records policy, procedures, standards and training for the program; maintaining the paper record filing system in the central office; providing guidance to program in the management of records storage and retrieval of records for open records requests; coordinating and tracking open records requests received by the program; managing and monitoring the records retention program for the program; working collaboratively with the DNR Records Officer, Public Records Board and Wisconsin Historical Society; developing, updating as needed, and implementing Records Disposal Authorizations (RDA's); working collaboratively with Air Program digitization workgroup to develop and implementing the plan for digitizing records to make them available to WDNR staff across the state and the regulated facilities and public, where appropriate, to ensure long term sustainability of program digitization efforts and access to records; maintaining knowledge and skills related to forms and records management job functions; and leading and participating in records management discussions.

2. Process asbestos notification forms – Working with the asbestos coordinator, enter notification form information in the Asbestos Renovation and Demolition Notification system, return incomplete notification forms to requestor and submit payments to the Bureau of Finance according to DNR policy.

Candidates should possess records management experience and strong written and verbal communication skills. Additionally, candidates should have the ability to deal effectively with customers, project managers, and program management, providing responses in a timely manner. An ideal candidate will have knowledge of state regulations on records management and disposal of records, as well as a working knowledge of Wisconsin records management statutes, policies and procedures. Candidates should have the ability to plan, organize and coordinate assignments independently, as well as knowledge of common computer software applications (including MS Word, MS OneNote, and MS SharePoint).

To apply, please send a single PDF with a one-page cover letter and resume by September 21, 2018 to Ms. Christina Hogan, at ChristinaA.Hogan@Wisconsin.gov. Please reference "Program Records Manager" in the email subject line.

Working Title: Program Records Manager

Location and Travel Requirements: This position is located in the central office of the Department of Natural Resources in Madison, Wisconsin. Occasional in-state travel to conduct training or attend meetings may be required.

Position Description:

Under the general direction of the Business Support and Information Technology Section Chief, this position functions as the Air Program records manager. This position is responsible for coordinating all records management activities within the program. The position will provide strategic advice to the management team on records management policy issues, maintain records, coordinate open records requests, develop and implement Records Disposal Authorization (RDA) schedules, and assist with the development and implementation of program digitization efforts. The position will also assist with the processing of asbestos notification forms.

70% Records management – Coordinate and oversee the records management activities of the program. This includes the maintenance of records, coordination of open records requests, development and implementation of record digitization, and RDA development. Represent the program on the department's records management expert group and other appropriate teams and committees.

Specific Tasks:

- Develop and implement records policy, procedures, standards and training for the program.
- Maintain paper record filing system in the central office.
- Provide guidance to program in the management of records storage and retrieval of records for open records requests.
- Coordinate and track open records requests received by the program.
- Manage and monitor the records retention program for the program.
- Work collaboratively with the DNR Records Officer, Public Records Board and Wisconsin Historical Society.
- Develop, update as needed, and implement Records Disposal Authorizations (RDA's).
- Work collaboratively with Air Program digitization workgroup to develop and implement the plan for digitizing records to make them available to WDNR staff across the state and the regulated facilities and public, where appropriate, to ensure long term sustainability of program digitization efforts and access to records.
- Maintain knowledge and skills related to forms and records management job functions.
- Lead and participate in records management discussions.

25% Process asbestos notification forms – Working with the asbestos coordinator, enter notification form information in the Asbestos Renovation and Demolition Notification system, return incomplete notification forms to requestor and submit payments to the Bureau of Finance according to DNR policy.

5% Complete other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Skill in the use of Microsoft Office and similar tools.
- Strong written and verbal communication skills.
- Ability to deal effectively with customers, project managers, and program management, providing responses in a timely manner.
- Ability to plan, organize, and coordinate assignments independently.
- Knowledge of state regulations on records management and disposal of records preferred
- Knowledge of Wisconsin records management statutes, policies and procedures preferred
- Knowledge of Records Destruction Authorization (RDA) procedures
- Knowledge of IT technologies that can be applied to support agency records management policies
- Ability to participate in technology workgroups to analyze and document business needs to ensure the development of efficient systems for data collection, retention and access.
- A minimum of two years records management experience.