

RECORDS MANAGER JOB & INTERNSHIP DESCRIPTIONS

Full -Time Records Manager – Non Profit

The Records Manager is part of the Collections Division, a dynamic group of departments dedicated to the stewardship of collections and to working collaboratively across all museum departments and facilities. The RM is responsible for the effective and appropriate management of the records management program. The RM will develop and maintain records management policies, procedures, and best practices; train and assist staff on the museum's records management programs and policies; ensure proper and timely disposition of records; and provide information and assistance to museum staff in the identification and protection of museum records. The RM, in collaboration with Archives staff and the Head of the department, is also responsible for establishing, managing, and implementing an Electronic Records Management Program (ERMP).

Essential Responsibilities:

Monitors and maintains the records management program's policies, procedures, and the records retention schedules; develops, recommends and implements changes and improvements to the program.

Works with General Counsel to evaluate, and create strategies for complying with, established and emerging federal and state regulations regarding records storage and maintenance.

Oversees legal research for records retention (RRS) and disposition (RDS) schedules.

Develops migration strategies for institutional records.

Collaborates with Archives staff for the timing transfer of designated records.

Creates and implements strategies for records storage, security, longevity, and ongoing preservation.

Develops long-term plans for electronic records management, including standards and guidelines, based on institutional goals.

Develops policies and standards for ensuring that all records generated electronically are coherently uniform in structure and appearance.

Manages all existing, corporately owned electronic records for the purpose of secure storage in compliance with the law.

Assesses compatibility of electronic record formats with statutory regulations; propose changes where necessary.

Evaluates electronic records management tools and resources; makes recommendations based on findings; tracks standards and technologies.

Maintains awareness and knowledge of developments within the electronic records management industry.

Administers the records center operation by accessing, storing, and retrieving inactive files, boxes, and other records; maintains database and inventory of records held at the records center; conducts inventories and prepares reports as needed.

Provides consultation services for all museum departments regarding records management issues, concerns, policies and procedures (i.e. records and files arrangements, classifications, and storage- both paper and electronic).

Conducts records management training.

Ensures proper and timely disposition of museum records.
Oversees volunteers and interns as needed or assigned.
Participates in SFMOMA Disaster Plan meetings.
Assist in planning for the impending move of staff records and unprocessed institutional records currently in off-site storage locations.

Minimum Qualifications:

Education and Training: MLIS from an ALA-accredited program with an emphasis in records management or Masters in archival management with a CRM certificate desired. Comprehensive knowledge of current records management – paper and electronic, and archival methods, procedures, tools, and techniques, including preservation trends and applications.

Work Experience: Minimum of [3-5] years experience working with institutional records (paper and electronic) within a RMP/ERMP.

Records Manager – Intern – Government

Job Description

Intern(s) will be expected to assist with a records inventory of the Administration's paper and electronic files, documenting the location of the electronic files, and other records management duties required for the 2017 transition. Intern(s) can expect to work on projects that include: inventorying records, records scheduling, conducting interviews, and gathering business process information, and documentation from entities within the office and the institutional level.

In order to apply for this position, students are required to submit a résumé, assessment questionnaire, and unofficial college transcript. Please visit our website to apply.

Applications will be received and reviewed by the Intern Coordinator. If the office expresses interest, applicants may be contacted directly for an interview.