

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Records Manager

DEPARTMENT: Head Start

REVISION DATE: June 2, 2009

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Head Start Executive Director. This position is responsible to oversee all operations of Records Management Department.

QUALIFICATION STANDARDS:

- Must have a High School Diploma .
- Must have minimum of two years administrative work experience, preferably in the area of human resources management.
- Must be bilingual (English and Spanish)
- Must be able to use computer and office machines.
- Must be able to use AS 400 for payroll purpose.
- Must possess a valid driver's license and be insurable, a MVR is required.

ESSENTIAL DUTIES:

- Will plan and organize an efficient and comprehensive record management department.
- Responsible for the documentation of employee personal records.
- Maintain a comprehensive manual of Personal Policies and Procedures, Head Start Addendum and assure that these policies are communicated to employees.
- Monitor recruiting and hiring practices to assure all activities are in accordance with Equal Employment Opportunity edicts.
- Provide assistance in developing and revising job descriptions ensuring job-related qualifications are consistent with placement on salary schedules.
- Ensure that employment application forms are design to obtain the necessary information, and is in compliance with government and County regulations.
- Assure that employees are evaluated annually using appropriate evaluation forms.
- Will be in charge of overseeing the inventory for the Head Start Program.
- Responsible for submitting any staff changes to Treasurers Department, Auditors, and Administrative Services Dept.
- Responsible for submitting information for new hires and promoted staff to the Treasurers Office.
- Prepare job vacancies and send information to Administrative Services Department

in order to announce positions.

- Post all vacancies to Neogov.com.
- Perform other related duties as assigned by Head Start Executive Director.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 10-20 lbs (files, and other small equipment or devices)

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

SUPERVISORY:

None

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE