

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY DIRECTOR OF ASSETS AND RECORDS MANAGEMENT

Date of Issue: 03/23/2021. This management position is responsible for administering the records management program mandated by the NYS Local Government Records Law. Work involves the continual surveillance and review of non-current and archival public records kept, made, filed or received by the offices and departments of the County to determine their value, use, and most suitable method of preservation, storage and disposition. The incumbent is also responsible for establishing and maintaining Tioga County's assets and inventory management programs. Duties are performed in accordance with local, state and federal laws and guidelines. General supervision, with wide latitude for independent activity, is received from the County Clerk who is designated as Records Management Officer for Tioga County. Does related work as required.

The title of Director of Assets and Records Management is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

- Status:** Provisional
- Work Hours:** Full time, 35-hour work week
- Salary:** \$31,869-\$41,869/year (Non Union) benefit package available, paid leave time, NYS Retirement System, and Deferred Compensation Plan.
- Location:** Tioga County Clerk's Office

Minimum Qualifications, EITHER:

- a. Graduation from a regionally accredited or New York State registered college of university with a Bachelor's degree in public or business administration, library or information science, records information management, history, government, economics, or closely related field and two (2) years of work experience involving records management; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in records information management or closely related field and four (4) years of work experience involving records management; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, possession of a Records / Information Management Certificate, and two (2) years of work experience involving records management; **OR**
- d. An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

SUBSTITUTION NOTE: Possession of an ARMA (Archives & Records Management Association) certification in Records Management may be substituted for two (2) years of the required experience. Successful completion of 8 courses offered by the NYS Archives Association may be substituted for two (2) years of the required experience.

Records Management is defined as the establishment and maintenance of records in accordance with laws, rules, regulations, agency policy or other established standards. Experience may include record organization, review, storage, retrieval, disposition and/or similar activities. Filing is NOT record management.

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.