



JOB POSTING

Job Title: Records Management Coordinator
Job No: 23-10-13
Department: Human Resources
Reports To: Chief of Human Resources
Classification: Non-Exempt
Grade Scale: GS-07 **Starting Pay:** \$17.50
Posting Dates: 10/13/2023 to 10/20/2023

JOB SUMMARY

Under general direction, manage creation, organization, use, maintenance, and disposition of District's official and historical documents and other records.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

- Responsible for the records management program, and the development of the Records Management Plan.
- Identifies and take steps to preserve and protect essential District records.
- Prepares and applies LVWD Records Retention Schedule to the organization records to ensure compliance with the State and Local regulatory requirements that affect records retention and public information access.
- Prepares, develops, and conducts records management training to enhance employee and management understanding of LVWD records management program.
- Prepares documents for imaging, operates electronic scanning equipment, and converts scanned material to digital format in compliance with the requirements of the Texas State Library and Archives Commission (TSLAC).
- Finds, retrieves, and makes copies of information from files in response to requests and delivers information to authorized users.

REQUIRED SKILLS, EDUCATION & EXPERIENCE

- Associate's Degree in Business, Management, Public Administration, or related field; or equivalent combination of education, training, and experience.
- Two (2) years of professional experience in establishing or administering archives or centralized records management programs.
- Previous experience with the requirements of the Texas State Library and Archives Commission (TSLAC) a plus.
- Knowledge of Federal, State, and local laws, rules, regulations, and guidelines applicable to records management.
- Ability to express oneself clearly and concisely, orally, and in writing to effectively respond to common inquiries and complaints.
- Must be proficient in MS Office Applications.



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- Texas Class "C" Driver's License and must have an acceptable driving record.

Inquires: To apply please submit Resume and Lower Valley Water District Application to:

In Person: Monday-Friday 8:30 am to 4:00 pm
1557 FM Rd 1110, Clint Tx 79836

Email: jobs@lvwd.org

Online: <https://www.lvwd.org>