

Killeen Independent School District Job Description

Job Title: Records Center Operations Technician

Department: Property Management

Reports To: Property Management Supervisor

FLSA Status: Non-Exempt, 226 days

SUMMARY Manages the District Records Center and the school district textbook operations by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists the Property Management Coordinator in the development of school policies governing the functions of Records Management.

Assists the Property Management Coordinator in the administration of the District Records Management Plan.

Conducts campus and departmental assistance visits and trains district personnel in the administration of the District Management Plan.

Evaluates existing procedures and practices as an ongoing responsibility and recommends changes and additions.

Keeps informed of all legal requirements governing the functions of Records Management and Textbook administration.

Assumes responsibility for the storage, maintenance, and disposition of all records legally required or administratively useful.

Assists the Property Management Coordinator in the daily operation of the district textbooks.

Conducts annual textbook audits of campuses.

Assumes responsibility for the storage, maintenance, and distribution of district TAKS material.

Performs other such duties as assigned.

SUPERVISORY RESPONSIBILITIES Serves as alternate supervisor for a staff of four warehouse workers. Carries out supervisory responsibilities in accordance with the organization's policies and established procedures. Responsibilities include training employees, planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE Associate's degree and 1 year related experience preferred or high school diploma and 2 years related experience required.

LANGUAGE SKILLS Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of principals, administrators, parents, and the general public.

MATHEMATICAL SKILLS Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderately quiet.

OTHER QUALIFICATIONS Must be able to pursue certification in a professional organization, such as the Texas Association of School Business Officials (TASBO), the Textbook Coordinators of Texas (TCAT), or the Associations of Records Managers & Administrators International (ARMA), and maintain certification with CEUs (Continuing Education Units). Ability to administer and implement rules and guidelines established by the State Local Government Records Act and Texas State Library & Archives Commission guidelines for the management of local government records.

Prepared By: Frank Crayton, Coordinator for Auxiliary Personnel
Prepared Date: September 3, 2008
Revised By:
Revised Date:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.