

Listing Number: 476-20-01  
Salary: \$ 36,976 – 50,500

Opening Date: 10/15/2019  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Records Management Officer CLASSIFICATION #: 7481 Salary Group: B17

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

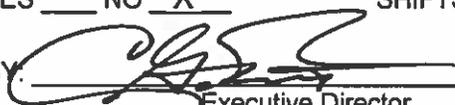
REFER TO: Jean Cook TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_\_\_  
Temporary \_\_\_\_\_ Will terminate on \_\_\_\_\_  
Part Time \_\_\_\_\_ Hours/Week 40

TYPING: YES X NO \_\_\_\_\_ W.P.M. 40

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_\_\_ Operator X Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES \_\_\_\_\_ NO X SHIFTS: 1<sup>ST</sup> X 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY:  DATE: 10-14-19  
Executive Director

**GENERAL DESCRIPTION:**

The Records Management Officer (RMO) is responsible for managing the daily activities of the Texas Racing Commission's Records Management Program to ensure the agency complies with state records management and records retention requirements in an accurate and timely manner. Work requires extensive contact with high-level executives, managers, internal customers, and external entities. Responsibilities include the implementation of effective processes and procedures that identify, maintain, and preserve records and information as required by law; reviewing, overseeing, and updating policies and procedures for the management of physical and electronic records. The RMO advocates the importance of compliance with the Records Management Program at all levels within the organization; develops and delivers training programs designed to educate employees on record management policies, procedures, and records maintenance relating to state records in all formats. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**Essential Job Functions:**

Plans, directs, and coordinates the agency records management program, including retention, disposition, retrieval, protection, and storage.  
Works with agency's Executive Director, General Counsel, Information Technology Division and Departmental Directors to ensure record capture, protection, and management of all agency records.  
Serves as the agency's central point of contact for the Texas State Library and Archives Commission (TSLAC),  
TEXAS WORKFORCE COMMISSION  
Date posted on site: \_\_\_\_\_

- and other government officials. Develops, revises, and maintains the agency's Records Retention Schedule (RRS) ensuring the RRS accurately reflects the records created and/or maintained by the agency and ensuring it is compliant with all TSLAC requirements.
- ◆ Determines and develops records management training requirements for staff and conducts training on records retention and the management of paper and electronic filing systems.
- ◆ Develops policies and procedures to manage records that are created and maintained resulting from new information system technologies, organizational, process or procedural changes, and changes in legal requirements.
- ◆ Performs specialized research in records and information management and makes recommendations regarding program enhancements.
- ◆ Develops reporting mechanisms to monitor and ensure department records are stored, archived, and destroyed as required.
- ◆ Performs periodic review of agency records to ensure records are not improperly stored and are being maintained according to the agency's RRS..
- ◆ Maintains the agency's records disposition logs of all disposed records as well as identifies and performs inventory of all inactive records stored offsite.
- ◆ Remains current in records management statutory requirements, rules, best practices, topics, and trends.
- ◆ Maintains electronic record keeping system to aid users in meeting requirements for filing, retention, disposition, and protection of information.

- Provides assistance to agency staff with identifying records management needs, solutions and opportunities; resolves records management procedural issues.
- Coordinates program responses to Public Information Act (PIA) requests.
- The above job duties and functions are not a complete list of all responsibilities and duties performed by an employee in this job. Employee may perform other related duties as assigned.

**Minimum Qualifications:**

**Education:**

- Graduation from an accredited four-year college or university.

**Experience:**

- Three years full-time document and records management experience (Master's degree in Records Management, Library Science, Information Science, Business Administration, or Public Administration or related field may substitute for the required experience for a maximum of two years.)
- Experience managing and maintaining an electronic records management system.
- High school graduation or equivalent and full-time records management or related experience may substitute for the required education on an equivalent year-for-year basis.

**Preferred Qualifications:**

- Master's Degree in Information Science, Library Science, or Records Management
- Current certification or progress towards pursuing at least one of the following certifications:
  - Certified Records Manager
  - Certified Information Governance Professional (ARMA)
- Five years of full-time records management experience.
- Records management experience in a governmental organization.
- Considerable experience in records and information management including electronic records management systems, document controls, storage/retrieval systems, and imaging.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of records management principles and procedures and the ability to apply them to agency functions.

- Extensive knowledge of automated records storage and database retrieval systems and skill in the use of document imaging systems and software.
- Considerable knowledge of the principles and practices of the state's records management program.
- Knowledge of records management theories, techniques, rules, and regulations.
- Knowledge of the State of Texas records management laws and regulations.
- Knowledge of current and emerging technologies for managing electronic information and records.
- Knowledge and skills required to systematically manage records and information in all formats through processing, organization, storage and retrieval, and disposition.
- Knowledge of and the ability to inventory records, analyze and organize data and develop retention schedules.
- Knowledge in the use of automated systems, software, and equipment associated with records management, particularly as they apply to records retention.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to manage the records management program; to lead collaborative workgroups to consensus decision-making; and to establish priorities and objectives.
- Ability to establish and maintain effective working relationships with personnel at all levels.
- Knowledge of the Texas Public Information Act.

**MILITARY OCCUPATIONAL CODES:**

The Military Occupational Specialty (MOS) codes applicable to this position are: 42A, YN, YNS, and 3DOX1 which can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCROSSwalk/MOSC\\_LibraryandRecords.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCROSSwalk/MOSC_LibraryandRecords.pdf)

**DISCLOSURE:**

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

**HOW TO APPLY:**

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Jean Cook, PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our website at <http://www.txrc.texas.gov>. Resumes may be submitted in addition to, but not in lieu of, the employment application.