

Coordinator of Records and Contract Management Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
FLSA STATUS: EXEMPT
POSITION LENGTH: FULL-TIME
SALARY RANGE: 20
REPORT TO: DIRECTOR OF PURCHASING
REVIEWED DATE: MARCH 29, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Provides coordination and management in the creation, maintenance, preservation, accessibility, and final disposition of all College records and archives. Evaluates, develops, and implements processes, procedures, and guidelines to ensure audit compliance of records management. Oversees and provides assistance to departmental contract administrators with the management of major college wide contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the college's records management program and assists departments in the application and implementation of record management policies, procedures, forms, guidelines, and techniques, including filing systems, and central records storage, retrieval and disposition.
- Establishes retention periods in conformance with retention schedules and administrative rules issued by the Texas State Library and Archives Commission and other State of Texas polices for each College record, assists departments in complying with records disposition.
- Writes records retention schedules and obtains signatures of approval.
- Identifies essential College records and works with each College office and/or department to develop a disaster plan to ensure maximum availability of the records in order to re-establish operations with minimum disruption and expense.
- Reviews, revises, drafts, and advises departmental contract administrator on contracts and related documents under consideration by the College.
- Provides assistance with the monitoring of performance contracts to ensure compliance with stated terms and conditions.
- Maintains database of contracts and ensures contract renewals and cancellations are initiated in a timely manner.
- Serves as a liaison for faculty, staff, administrators, legal, and vendors regarding contract issues and status.
- Provides guidance in the preparation of contracts, agreements, amendments, and change orders.
- Receives requests, updates records, initiates paperwork, provides follow-up and obtains approval for changes.

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- Manages and monitors contract files and prepares documents for contract renewals or cancellations.
- Provides assistance with resolving contract payment disputes and confers with vendors and other divisions concerning contract payments and compliance.
- Prepares reports for audit and administrative purposes.
- Researches and evaluates new or changed laws regarding contracts.
- Conducts records management and contract compliance training workshops for faculty and staff.
- Assists with preparing contract reporting for Legislative Budget Board (LBB), and others as needed.
- Assists with the creation and maintenance of records management and contract website by requesting the upload of new forms, notices, procedures, etc.
- Generates correspondence and mail regarding procurement issues with the College to department and vendors.
- Works with department heads to develop records control schedules, for all records created or received by the department and retention period for each record type.
- Provides assistance and information concerning retention and record storage procedures; interacts closely with department records custodians to ensure consistency and compliance with the College's Records Control Schedule.
- Develops procedures to ensure the permanent preservation of historically valuable Texas Southmost College records.
- Provides records management advice and assistance to all College departments.
- Monitors records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to ensure College Record Management Program and control schedules remain in compliance.
- Disseminates information to department heads concerning state laws and administrative rules relating to local government records.
- Evaluates and verifies all incoming records for storage and destruction are processed in accordance with the College Records Control Schedule and established procedures; monitors and assists with the development of the College's Record Control Schedule.
- Develops and maintains records of the volume of records destroyed under approved record control schedules and the volume of records stored electronically.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.

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- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Provides feedback to supervisors regarding daily activities.
- Completes duties and responsibilities in compliance with college standards, policies, and guidelines.
- Assists in the enforcement of established federal, state, and College policies, rules, and regulations.
- Attends the workplace regularly as per the defined work schedule and reports to work punctually.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty, and the community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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/or ability required.

- A strong commitment to the mission of the community college.
- Ability to maintain an established work schedule.
- Demonstrate knowledge in planning, implementing and monitoring Records Management.
- Ability to apply regulatory requirements to ensure compliance.
- Must have strong attention to detail, maintain high level of accuracy, and possess solid organizational skills.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to apply technical expertise, experience, and judgment to plan and accomplish goals.
- Ability to maintain a high level of confidentiality of work related information and materials.
- Demonstrate excellent written communication and interpersonal skills, with ability to work independently.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to work effectively in a team environment with a customer service focus.
- Able to work independently, prioritize, and meet deadlines.
- Ability to handle sensitive and extensive confidential data.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

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- Associate's degree, AND five (5) years of experience in records and/or contract management OR a Bachelor's degree from an accredited college or university, AND three (3) years of work experience in records and/or contract management.
- Experience working with teams on collaborative projects.
- Experience processing documentation within designated timeframes to meet deadlines.

PREFERRED EDUCATION AND EXPERIENCE

- A minimum of three (3) years of experience in records and/or contract management in a local government or state agency setting.
- Proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- Must be certified in Local Government Archives and Records Administration from the National Association of Government Archives and Records Administrators or must be able to complete certification within five (5) years of hire.

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 frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an associate's degree and five (5) years of experience in records and/or contract management OR a bachelor's degree from an accredited college or university and three (3) years of work experience in records and/or contract management?
 - Yes
 - No
3. *Do you have experience working with teams on collaborative projects?
 - Yes
 - No
4. *Do you have experience processing documentation within designated timeframes to meet deadlines?
 - Yes
 - No
5. *Do you have a certification in Local Government Archives and Records Administration from the National Association of Government Archives and Records Administrators or able to complete the certification within five (5) years of hire?
 - Yes
 - No
6. Do you have three (3) years of experience in records and/or contract management in a local government or state agency setting?
 - Yes
 - No
7. Are you proficient in the use of e-mail, word processing, spreadsheet software and use of the Internet to access data, maintain records, generate reports, and communicate with others?
 - Yes
 - No
8. Are you bilingual in English-Spanish?
 - Yes
 - No