



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

July 8, 2022

TITLE: Manager, Records Management
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Rail (Program Management)
APPLICATION DEADLINE: Friday July 29, 2022
PAY RANGE: \$2,342 – \$3,513 per week (\$121,792 - \$182,688 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Manager of Records Management, Rail reports to , Director, Program Management, and is responsible for leading, planning and overseeing Rail Development's Records Management Program.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage all phases of the Records Management (RM) process in compliance with applicable local, state, and federal laws, rules, regulations, and policies governing Rail Development RM.
- Develop and maintain RM and content management systems, including design, development and implementation of industry-standard applications and processes.
- Leads the transformation of Rail RM processes to an electronic repository system.
- Develop annual budget in support of upcoming RM plans, projects, and contracts. Review and report on operating budget to Rail leadership.
- Performs as a subject matter expert and advisor to leadership and project management on adequacy of documentation, creation, and management of Rail records.
- Facilitate communications among departments in matters relating to records/information assets and the management of risks to those assets.
- Overall responsibility includes but not limited to document management of Rail Development projects, development, document control functions, operational requirements, and legislative updates.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES

- Plans, organizes, directs, reviews, coordinates, and establishes controls for Rail Development records and activities.
- Coordinates with rail program managers to ensure records creation, maintenance, use, and disposition are in accordance with the Federal Records Act. Promotes effective RM throughout Rail Development.
- Provide guidance and administration on a wide variety of record management functions, provide timely updates and training on RM principles and requirements.
- Develops metrics and KPIs to measure success of the RM Function.
- Formulates and oversees the implementation of policy and guidance for record-keeping in accordance with Rail Development's strategic plan, government mandates for all electronic and non-electronic records, and appropriate information management standards.
- Works closely and proactively with legal counsel within Rail to ensure that records/information assets are managed to ensure government accountability, protect the interests of the public, and mitigates records-related litigation risks.
- Participates in capital planning process for all major information systems to ensure that RM functionality is included in system design. Advises program managers and IT managers on metadata requirements necessary to achieve this functionality.
- Works with the CIO to build RM functionality into the enterprise architecture and to assist with the deployment and implementation of any RM systems within Rail Development.

- Interface with government, public and transit agencies when required.
- Evaluate job performance of staff including professional development through the identification of on-the-job training and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Program Management, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's Degree in Library Science, Information Governance, or related field.
- Five (5) years of full-time increasingly responsible work experience in Records Management, Information Governance and/or Document Control.
- Two (2) years of experience supervising staff and/or consultants.

PREFERRED QUALIFICATIONS:

- Certified Records Manager (CRM).
- Strong project management and organizational skills.
- Experience with Enterprise Content Management (ECM) applications.
- Knowledge of database systems, ad-hoc reporting tools and Business Intelligence applications.
- Experience with Business Systems analytics.
- Experience with data discovery and mapping from source to end user facing reports.
- Experience supporting and working with cross-functional teams.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

EMPLOYEE BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation ○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.caltrain.com/about/Jobs.html. Complete an online employment application and if required the supplemental questionnaire by 11:59 pm on Friday, July 29, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- Caltrain celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.