

Fairfax County Government

Records Manager/FOIA Coordinator (Management Analyst II)

Salary - \$59,679.36 - \$99,466.43 Annually

Location - FAIRFAX (EJ32), VA

Job Type - FT Salary W BN

Department - DPWES Directors Office

Job Number - 21-01239

Closing - 7/9/2021 11:59 AM Eastern

Pay Grade - S24

Posting Type - Open to General Public

To apply:

<https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3124757/records-manager-foia-coordinator-management-analyst-ii?keywords=records&pagetype=jobOpportunitiesJobs>

Job Announcement

Seeking a highly motivated professional to coordinate the department's records management program and Freedom of Information responses. Applies in-depth knowledge of departmental operations, organizational skills, records management experience, and leadership expertise to manage and conduct an assessment, including reviewing business practices, policy and procedures, of the current records management status of the department. Aligns existing DPWES records management directive with revised county records management procedural memoranda, the Virginia Public Records and Freedom of Information acts. Incumbent develops and ensures the implementation of a department-wide records management program. Incumbent responds to and coordinates with relevant department heads, department units and county offices for FOIA, audit, internal investigation, litigation, and other complex requests related to accessing or disclosing DPWES records and information. Works with DIT and the County Archivist to assist in establishing and maintaining an electronic records management system for the department. Manage the DPWES Records and Information Management (RIM) program. Ensure DPWES compliance with County Records Management Policy. Coordinates Freedom of Information Act requests for the agency. Conducts Comprehensive Risk Management Assessment of DPWES Records and Information Program. Manage DPWES use of an Electronic Records Management (ERM) System.

Note: The assigned functional area of this position is records management.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets

equivalencies for "Any combination, experience, and training equivalent to")
Graduation from an accredited four-year college or university with a bachelor's degree in the field related to the assigned functional area; plus two years of professional work experience within the functional area.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

1. Master's degree in any of the following: records management, archives and records management, business, computer science, information technology.
2. Possession of Records Management Certification.
3. At least two years of experience with SharePoint or similar document management systems.
4. At least three years of experience in records digitization.
5. Three or more years of records management experience including coordinating, public records management, cataloging, storage and retrieval of documents and/or data.
6. In depth knowledge of Virginia Public Records and both Federal and Virginia Freedom of Information Acts.
7. Three years of experience researching and responding to Freedom of Information Act requests.

PHYSICAL REQUIREMENTS:

Duties are generally sedentary and performed in a normal office environment. Visual acuity is required to read data on computer monitor. Must be able to operate keyboard driven equipment. May be required to visit county facilities for records assessments and inventorying. May need to lift objects up to 15 pounds. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.