

Job Title: **Lead Microimaging Technician**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 19

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to control, coordinate, and supervise the management, preparation, archival, and maintenance of inactive educational, confidential, and/or public records for posterity, and to provide certified records information to the populace of Escambia County; Also, provide such records and/or information to a wide variety of professional institutions and officials.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and supervises school records management and duplication operations; Evaluates, plans, and implements procedures to ensure accuracy and efficiency of records maintenance.
- Ensures timely response to school staff, general public, and other agencies for duplication of records/documentation requests; Provide certified transcripts and other certified documented records as needed for individuals, and agencies.
- Performs complex academic record searches and analyzes and refers academic reporting errors to individual Guidance Departments and/or works directly with District personnel for correction.
- Coordinates and leads a yearly District wide records request and collection of purged cumulative files from all ECSD schools to include permanent health records.
- Supervises various special projects; Prioritizes research, designs, executes, and evaluates various operations and procedures for routine and special projects.
- Receives records from various county schools/offices and prepares them and other documents for microfilming and/or digital scanning.
- Maintains and operates various pieces of microphotography and/or microimaging equipment, including optical storage and related equipment, utilizing a computer for viewing digital data, and on-line archival filing system.
- Operates and maintains an imaging system, microfilm, and processing machines in the reproduction of official documents.
- Coordinates and monitors the District's compliance pertaining to the State of Florida General Records Schedule, and for submitting the Records Disposition Request to the District Accounting Department.
- Maintains all monthly and annual departmental reports.

- Operates a personal computer utilizing an optical scanner for the archival of documents.
- Makes certified copies of documents such as transcripts, verification of birth dates, etc.
- Drafts and maintains all monthly and annual departmental reports.
- Backs up digital data to computer tapes, and/or creates files on optical storage disks utilizing the archival storage system.
- Maintains work schedule for accomplishing the work assigned to the unit.
- Inspects scanned documents, and/or processed film for quality, and schedules retakes as necessary.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Some college-level coursework.
- Six (6) years of responsible experience in the operation of microimaging, microphotography, and document duplication equipment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of photographic and/or microimaging procedures in preparing certified documents.
- Requires the ability to display knowledge of photographic and/or microimaging processes and equipment, as related to microfilming and imaging techniques.
- Requires the ability to display knowledge of applied chemicals and their use in film processing; Burning of CD's and DVD's for archival back up.
- Requires the ability to display knowledge of techniques in preparing documents for microfilming and/or scanning.
- Requires the ability to display knowledge of techniques in operating an on-line archival filing, and/or indexing system.
- Requires the ability to display knowledge of methods in operating optical storage media and all related equipment.
- Requires the ability to display knowledge of the State of Florida General Records Schedule regarding various types of record retention, as well as the Records Disposition Request.
- Requires the ability to display knowledge of Florida Statutes and Federal Statutes applicable to inactive educational, confidential, and/or public student records.
- Requires the ability to act in a lead position.
- Requires the ability to display organizational skills in planning, prioritizing, and coordinating the work of others in multiple projects.
- Requires the ability to display knowledge of safely operating, adjusting, and performing preventive maintenance and minor repair to a variety of microfilm and microimaging equipment.
- Requires the ability to display proficiency with various Windows components, proficiency in data entry, good record keeping skills, ability to create, and maintain departmental record keeping tables for reports.
- Requires the ability to display skill in burning CD's and DVD's.
- Requires the ability to interpret, apply, and explain applicable codes and regulations.

- Requires the ability to display good grammar skills with the ability to draft interoffice memos and letters.
- Requires the ability to professionally interface with the general public, District schools, and offices, professional offices, institutions, and other officials; Skilled in training other office personnel.
- Requires the ability to take and follow direction from upper management.

PHYSICAL DEMANDS

Maintain quality and quantity production standards and the use and operation of microphotography and imaging equipment, microfilm, CD's, and DVD's. Safely operating, adjusting, and performing preventive maintenance and minor repair to a microfilm Reader/Printer, microfilm, and a document microimaging system. Interpreting, applying, and explaining applicable codes and regulations for compliance. Light work; Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, reaching, repetitive motion, speaking, standing, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: