

Records Management Analyst

Under direction supervision, catalogs and archives engineering records for large construction projects; performs professional-level analytical work to support day-to-day records management operations; serves as lead worker to clerical and technical staff. Scans and catalogs official records. Coordinates activities and performs analysis and reviews to test quality control and ensure records are in compliance with utility policies, state and federal regulations; maintains and updates records retention schedules; produces and submits reports, surveys, and proposals; participates in short and long-range planning; implements directives to accomplish established goals; may perform a variety of support functions including procurement, financial analysis, and personnel administration.

Knowledge, Skills, and Abilities

Ability to supervise and train employees; requires the capacity to organize, prioritize, and schedule work assignments; ability to communicate effectively, both orally and in writing; ability to interpret, adapt, and apply guidelines and procedures; knowledge of laws, regulations, methods, and techniques required to control and archive technical and sensitive information.

Experience

Two years experience working in records management for a large public works project or construction engineering firm. Incumbent must possess strong knowledge of records management systems, an understanding of project management methodology, engineering and construction procedures.

Contact *jmcowan45@comcast.net*