

Records Management Consultant needed in San Francisco, CA!

This position will review current work, support development, and make recommendations regarding our ERMS and EDMS planning goals. They will bring expertise in demonstrated implementations and experience with digital transition for a large organization, as well as bring experience with general records and information management. Specific job duties include:

- Review current records management program.
- Understand all facets of documents retained, naming conventions, taxonomies/categorization, and general vision and preparation for moving our program toward electronic recordkeeping without compromising the strengths of our current records program.
- Prepare implementation plans and employ agreed upon objectives.
- Review office and storage area layout to plot location of equipment and to determine space available.
- Develop, plan, organize, implement, and update records management program combining hard records, storage database, and digital systems.
- Partner with individual staff members and teams to devise records systems that span hard records and digital systems

Candidates should have a Bachelor's degree and 3-5 years of records management experience. This position offers a generous compensation package! For consideration please send your resume to katie.cyboron@trakrecordsandlibrary.com.