



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

***JOB OPPORTUNITY #2614***  
***Posted from Friday, April 28, 2023 until filled***

*Position:* **Archives and Records Center Administrator**  
*Department:* Archives & Record Center  
*Pay Grade:* 13E  
*Compensation:* \$24.86/Hr.

*Definition:* Under general supervision from County Administrator is responsible for administering the operations and services of the Archives & Records Center; Supervises clerical staff; Performs other related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 35-40% Develops and implements policies and procedures for the orderly administration of the Records Center; Develops plans and goals; oversees programs and services to provide optimal service to internal and external customers; Monitors and manages service contracts; administers inventory.
- 30-35% Direct supervision of clerical staff in accordance with established procedures; Plans, assigns and supervises daily work activities of clerical employees; Maintains work standards including accuracy in retrieval and filing; Evaluates clerical staff performance and recommends evaluation outcomes; ensures records database is kept current.
- 10-15% Backs up coordination of transfers of records into the Center; Enters information into data base to maintain accuracy of records inventories; Assists with maintenance and application of retention schedules; Assists with records destruction procedures.
- 15-20% Assists with historical record requests as needed; May assist with retrieval and filing of records as needed; Serves as back-up to film processing procedures. Operates office machines (i.e. computer, printer, copier, scanner, reader/printer).

*Knowledge, Skills and Abilities:*

Knowledge of (1) departmental rules, regulations and procedures\*, (2) human resources and effective supervisory methods, (3) modern office practices, procedures, and equipment;

Skill in (4) basic computer operations, (5) the use of modern computer software programs (Access, Excel, Word), (6) the operation of modern office and film quality control equipment;

Ability to (7) explain the policies and regulations of the department in a clear, concise manner, (8) meet schedules and time lines, (9) organize and manage office procedures, (10) define problems, collect data, establish facts and draw valid conclusions, (11) train and provide work direction to clerical staff; (12) establish and maintain cooperative and effective working relationships with internal and external customers, (13) communicate effectively both orally and in writing, (14) calculate fractions, decimals and percentages and to perform basic math functions accurately.

*\* Developed after employment*

*Suggested Training and Experience Requirements:*

Associate degree or equivalent with vocational/technical training in business procedures or a related field and three years increasingly responsible related administrative experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for the job.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

Requires vision (which may be corrected) to read small print.

Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Requires mobility to stand, stoop, reach and bend.

Requires ability to repeatedly lift and move objects weighing up to 40 pounds.

Requires regular use of a safety ladder.

Perform work which is primarily sedentary.

Is subject to inside environmental conditions.

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#2614 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>