

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Unrepresented Supervisor–Classified – EXEMPT
Posting Dates: September 12 - 18, 2017

The Olympia School District Human Resources Office is now accepting applications for the following position. Interested district employees may submit a transfer request by calling the Human Resources Dept. at 360-596-6185

Position	Hours/FTE	Location
Digital Records Supervisor	4 hpd/Temporary	Business/Payroll - Knox
<i>Candidates selected for interviews will be required to take an Excel skills test.</i>		
<i>Salary: DOE</i>		

Job Description:

The job of the Digital Records Supervisor works closely with the Business Manager and Records Management Coordinator on various digital records projects including scanning, data verification, and general oversight of the staff, project and summer digital records project. Excellent computer and analyzing skills required. Must be a detail-oriented person with the ability to work independently as well as cooperatively and effectively direct a team of 8 individuals.

Job Functions:

- Develop new document categories and fields for storage; work with the Records Management Coordinator to determine departmental records needs; provide assistance in preparing documents for scanning.
- Provide assistance in the transportation of boxed documents from basement to the Scanning Center for processing; organize and number boxes; maintain inventory in storage.
- Collect, sort, prepare and scan documents; label and enter documents into the Qtrak; prepare files and forward documents for recycling and/or shredding.
- Convert documents to various formats; assist in transferring data between systems.
- Provide post-scanning quality assurance to ensure batches are complete, accurate, and of a high quality.
- Maintain scanning equipment by setting up scanners for use; select appropriate settings for scanning; Troubleshoot scanner functions when required.
- Maintain files of official recorded documents; file and label documents for permanent storage in the digital software; communicate and coordinate needs with departments and schools.
- Ensure documents are archived and properly located; maintain confidentiality.

Job Requirements – Qualifications:

- Demonstrated excellent interpersonal communication and problem solving skills.
- Demonstrated experience in compiling and analyzing detailed and complex data into advanced digital records warehouse.
- Excellent organization and research ability.
- Understanding of Washington State Records Retention Manual.
- Ability to supervise four light duty staff members and four summer scanning staff member.
- Maintain high public service ethic, including strong and friendly customer support to staff, students and community.
- Effectively communicate complex information in writing and verbally to both district employees and

constituents.

- Demonstrated ability to use technology and web-based tools to complete essential job functions.

Necessary Personal Attributes Required:

- Strong customer services skills
- Abilities to exercise confidentiality, sound judgement, handle work under pressure, pay attention to detail, concentrate and follow directions as part of a team-oriented workgroup. Additional requirements include strong interpersonal skills, punctuality dependability, courtesy and appropriate demeanor and dress.

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Preferred Education and Experience:

- Associate's Degree or higher, with an emphasis on Business Administration.
- Experience in an office environment serving school district employees
- Experience working in a union environment.
- Experience using an integrated human resource/payroll/accounting computerized payroll system.
- Experience using Skyward system.
- Experience using Treneo and Alchemy digital records systems.

Reports To: Business Manager and Records Supervisor

Application Procedure for out-of-district candidates

Apply through Public Schools Personnel Cooperative @ www.teachinginwashington.com

*If you share our commitment to provide challenging opportunities
for all students to be successful, we'd like to hear from you!*

Olympia School District, 1113 Legion Way SE. Olympia, WA 98501
Phone (360) 596-6185, FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.