

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Manager, University Records

CLASSIFICATION: University Records Manager

REPORTS TO: Interim Chair, Special and Area Studies Collections

SALARY: \$70,000 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials.

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. [Learn more.](#)

JOB NUMBER: 531233 ([Apply online](#)) <<link added by HR>>

DEADLINE DATE: **EXTENDED** - June 21, 2024 - applications will be reviewed as received

JOB SUMMARY

The University Records Manager, in conjunction with the University Archivist, is responsible for the University of Florida's records and information management program. Serves as the principal advisor to senior administration concerning records and information management policies and practices and serves on related administrative committees. Responsible for providing guidance for the maintenance/disposal of all recorded information that the University needs to do business, conform to federal, state and other legal requirements, and transfer essential historical information about the University to the University Archives. Recommends and coordinates policies and procedures for efficient systems for records creation, maintenance, and disposition; provides technological expertise for records and information management; ensures compliance with legal records requirements; and provides records management training.

RESPONSIBILITIES

Records Management Communications

- Provide records management information and assistance to all University units creating/maintaining records.
- Communicate and interact with University records creators and custodians to determine record and information management needs.
- Develop, maintain, and improve relationships with information technologists and University records creators and custodians.
- Provide advice and comments on records management legislation, regulations, and statutes for University administrators.
- Demonstrate the value of the records management program to University administrative units.

- Assist with writing procedures for new technology applications that affect University records.
- Advise University offices on State of Florida's Public Records Law and associated legislation.
- Oversee the disposition documentation for University records handled by University personnel.
- Maintain a records management website.

Program Development and Maintenance

- Develop, implement, and maintain a records and information management policy and procedures in accordance with State of Florida requirements, Federal and other relevant legislation, regulations, and requirements and best practices methodologies to support and achieve long-range University goals.
- Review, recommend, and revise University policies and procedures by reviewing and analyzing recordkeeping methodologies and requirements to achieve compliance with technology, legal, and records and information requirements and industry best practices.
- Review records management effectiveness by setting benchmarks and evaluating program performance.
- Re-establish a Records Liaisons program within major administrative units and work with designated personnel.
- Work closely with the offices of General Counsel, Information Technology, Compliance and Ethics, Privacy, and various other units to ensure compliance with state, federal, and other regulatory agencies' laws and rules.
- Provide leadership and expertise on records and information management issues for the entire University.
- Assist the University with retention of its historical records and state designated permanent records.
- Establish program guidelines for the management of information in electronic and digital formats.

Records Management Training

- Maintain a comprehensive training program for University records liaisons and other University employees working with University records.
- Provide and coordinate training sessions on records management issues, including public records, vital records, file inventories, records disposal, and electronic records management.

Liaison and Staff Development

- Serve as the Records Management Liaison Officer (RMLO) to the Division of Library and Information Services of the Department of State as required by Florida Statute.
- Serve on University committees representing the University's records management program.
- Gain and maintain accreditation and expertise in order to implement best practices in records management at the University of Florida.
- Participate in staff development opportunities, including professional service.

Other Duties as Assigned

- Serve on library committees and participate in special projects as assigned.

QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

Required:

Bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Preferred:

- ALA-accredited Master's degree in library, information, and/or archival science
- Certified Records Analyst (CRA) or Certified Records Manager (CRM) designation
- Experience applying principles and standards relating to records management, including familiarity with applicable federal and state laws and policies
- Experience with creating and maintaining record retention schedules
- Experience with or knowledge of records management and digital preservation issues
- Experience managing records in a college or university setting
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives
- Evidence of excellent interpersonal skills including oral and written communication
- Ability to work both independently and collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Basic computer skills and experience with Microsoft Software

DEPARTMENT OF SPECIAL AND AREA STUDIES COLLECTIONS

The Dept. of Special and Area Studies Collections combines the Libraries' traditional special collections with its premier area and cultural studies collections. Special Collections holds the primary source research collections of the University of Florida, which include the Harold and Mary Jean Hanson Rare Book Collection, the P. K. Yonge Library of Florida History, the Popular Culture Collection, the Baldwin Library of Historical Children's Literature, the University of Florida Archives, and manuscript collections supporting the different special and area studies collections. Area Studies is comprised of the Latin American Collection, the African Studies Collection, the Isser and Rae Price Library of Judaica and the Asian Studies Collection. Together, the collections contain over 750,000 volumes, more than 50,000 rolls of microfilm, over 8000 linear feet of manuscript and archival material, and a growing presence of unique digital holdings. The collections provide direct support to academic programs at the University of Florida while also supporting research in a variety of academic fields and disciplines for an international community of scholars.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](#) are comprised of six campus libraries and off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children's Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia.

The [library staff](#) consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the [Inclusion and Intellectual Freedom Statements](#). Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

LIBRARIES LAND ACKNOWLEDGMENT

The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) was named the #1 public university in the country by the Wall Street Journal in its “2024 Best Colleges in the US” report and is also currently among the “Top Ten Public Universities” in the U.S. News and World Report and seventh in Forbes “Colleges that Deliver a High Bang for Your Tuition Buck” (2023). The University of Florida (UF) is the state of Florida’s preeminent university, as well as the state’s oldest and most comprehensive university. UF is among the nation’s most academically diverse public universities and is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF has 16 academic colleges offering a variety established programs for students seeking to earn undergraduate and graduate degrees. In addition to attracting over \$1.25 billion in research expenditures last year, UF Faculty foster a uniquely collaborative environment that transforms potential into actual results. UF is one of the largest universities in the nation, with more than 60,000 students. A snapshot of the [student body diversity statistics](#) is available online from UF Institutional Planning and Research. [Learn more about the University of Florida and what makes us great.](#)

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is an equal employment employer and is committed to non-discrimination with respect to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. We’re committed to attracting, hiring, and retaining top talent by valuing diversity of thought, skill, and experience. As an equal opportunity employer, we believe in fostering environments where team members feel included, valued for their differences, and empowered to do their best work. The University of Florida is a public institution and subject to all requirement under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY

Gainesville and the surrounding community are home to approximately 280,000 people and both the University of Florida and Santa Fe College. Beautiful natural areas, including many spring-fed lakes and rivers, are a boon for outdoor adventurers. Museums, music festivals, and major performing arts institutions round out the community’s rich cultural heritage. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to [promote racial equity](#). The area has numerous opportunities for participating in community athletics and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

APPLICATION PROCESS

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)
- in a brief statement, please describe one specific challenge records managers face today and how you would approach this challenge in this position. (250 words)

Apply by 11:55 pm (EST) on June 21, 2024 (applications will be reviewed as receive). Submit all application materials through the Jobs at UF online application system at [Job Number 531233](#). If you have any questions or concerns about this process, please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.