

## **POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Electronic Records Analyst – Records Analyst 1

**REPORTS TO:** University Records Manager

**SALARY:** \$60,000 annual salary; Actual rate will reflect experience and credentials

**REQUISITION #:** 507654

**DEADLINE DATE:** November 21, 2018 – applicants will be reviewed as received

### **JOB SUMMARY**

The Electronic Records Analyst works with the University Records Manager to establish and maintain a digital information environment which supports the University's regulatory and compliance obligations for records and information management and long-term preservation of digital assets. Provides expertise and leadership on the management of the digital information of the University to ensure compliance with various regulatory requirements for restrictions, retention, appropriate destruction processes, and/or long-term preservation. Participates in the active management and/or preservation of a wide array of types of digital records, including but not limited to, University electronic records, websites, and social media. Provides guidance to administration, faculty, and staff on creating, managing, preserving, and providing access to born-digital and digitally reformatted records in accordance with State of Florida and Federal regulations. The Electronic Records Analyst provides expertise and leadership, and serves as a member of various collaborative teams to develop frameworks for best practices for electronic records management across campus. This position also serves as a member of a collaborative team to ensure compliance, verification, authentication, and related activities that build and sustain a comprehensive program of records management. The Electronic Records Analyst reports to the University Records Manager.

### **RESPONSIBILITIES**

#### **Electronic Records Management**

- Develops a program for the evolving management of electronic record formats and carriers based on the State of Florida and federal requirements and other relevant legislation, regulations, and requirements. Advises the University Records Manager on the design, evaluation, implementation, management, documentation, and alignment of historical, current, and emerging electronic recordkeeping systems at the University of Florida to best meet evidential needs, State of Florida, Federal, and other regulatory requirements. Liaises with technical and organizational personnel to support alignment of records management activities with data infrastructure.
- Guides continuous assessment processes to ensure sustainable workflows for the management of electronic records subject to retention.
- Assists with the maintenance of records management website and other technical resources.

### **Records Management Consulting**

- Communicates and interacts with University records creators and custodians to determine record and information management needs.
- Works with all levels of management and staff, particularly records creators and custodians, to ensure consistency and proper procedure implementation of University records management policies and guidelines.
- Collaboratively supports administrative unit personnel in managing existing, new, and analog-to-digital, online and other materials and business processes in order to meet legal requirements.
- Advises on permanent and archival records for retention, liaising with the University Archivist and University Records Manager on the implementation of the records management guidelines, processes, and programs, and on the acquisition of digital institutional records designated permanent or with historical, evidential, or legal value.

### **Records Management Training**

- Develops and delivers training through classroom and online presentations supporting best practices at the University of Florida and an understanding of information technology systems, records management, digital forensic techniques, University policies, and the State of Florida and federal rules and regulations.

### **Other Duties as Assigned**

- Serves on appropriate committees and participates in special projects as assigned.

## **QUALIFICATIONS**

### ***Required:***

Bachelor's degree in an appropriate area and three years of relevant experience; or an equivalent combination of education and experience.

### ***Preferred:***

- Certified Information Professional (CIP), Certified Records Manager (CRM) or Certified Records Analyst (CRA) designation
- Experience with records management, electronic records management, and related concerns
- Experience with policy frameworks for standards, policies, and procedures to support adherence to and compliance with policies
- Experience with a range of computing operating systems, storage systems, software systems and tools, and file formats
- Knowledge of digital forensics techniques and digital preservation principles
- Experience in developing and implementing training programs
- Aptitude for complex, analytical work with attention to detail
- Ability to work collaboratively to accomplish goals with a willingness and desire to take initiative
- Record of including, serving, or working with individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives
- Flexibility and ability to adapt and work in a rapidly changing academic environment
- Ability to work independently on multiple projects and priorities
- Computer skills and experience with Microsoft Word and Outlook

## **THE UNIVERSITY OF FLORIDA**

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](#). UF was ranked 9<sup>th</sup> among public universities in Forbes' "America's Best Employers 2015" and 9<sup>th</sup> among "Top Public Schools" in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state's

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preeminent institution which grew into an opportunity to achieve national and international recognition for the University's work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at <http://www.ufl.edu>.

## **UNIVERSITY OF FLORIDA LIBRARIES**

The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the [George A. Smathers Libraries](#) at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children's Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at <http://www.uflib.ufl.edu/orgchart.pdf>.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries' commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at <http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom>.

## **SPECIAL AND AREA STUDIES COLLECTIONS**

The Department of Special & Area Studies Collections encompasses collections of unique and special types of materials and interdisciplinary collections pertaining to geographical, national or cultural regions. Special and Area Studies Collections encompasses [Area Studies Collections](#), the [Map & Imagery Library](#), and the [Special Collections](#) of the University of Florida. Additionally, [University Records Management](#) and [University Archives](#) are a part of the department.

## **COMMUNITY**

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the "Best Midsize College City in America" by WalletHub and ranked no. 7 on Livability.com "Top 10 College Towns". Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the [Gainesville Awards and Recognition](#) link. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. [See how affordable Gainesville really is!](#)

## **BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at <http://hr.ufl.edu/benefits/>. UF offers a comprehensive new

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online benefits tool called [ALEX](#) to help employees and prospective employees review benefit choices at UF.

### **APPLICATION PROCESS**

To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by November 21, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 507654](#). Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, [tlitchfield@uflib.ufl.edu](mailto:tlitchfield@uflib.ufl.edu).

### **AFFIRMATIVE ACTION/EEO**

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: <http://hr.ufl.edu/data-card/>. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.