



**Manager of Records and Retention**  
**Page Two**

**PHYSICAL EFFORT REQUIRED:**

Requires the ability to lift records storage boxes weighing an average of 50 pounds and climb stairs.

**REPORTING RELATIONSHIP:**

First level supervisor is the District Director of Records and Retention; second level supervisor is Associate Vice Chancellor Business Affairs.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENT:**

Bachelor's degree or higher plus four years of related work experience or Associate's degree plus six years of related work experience. Must have two (1) year of demonstrated supervisory experience of full-time staff. Ability to handle confidential information. Demonstrated knowledge of current records management concepts, process and analysis. Ability to utilize computer technology to access data, maintain records and communicate with others. Demonstrated oral and written communication skills to interface effectively with DCCCD employees, external vendors, and individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

*Created: 08/2013 - emm*  
*Revised: 09/2013 - emm*  
*ADA/tmm 04.16.19*