POSITION VACANCY ANNOUNCEMENT

POSITION: Electronic Records Specialist - Records Analyst 1

DEPARTMENT: Special and Area Studies Collections

REPORTS TO: University Records Manager

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

Requisition #: 513605

DEADLINE DATE: March 30, 2020 - applicants will be reviewed as received

JOB SUMMARY
The Electronic Records Specialist reports to and advises the University Records Manager on best practices for electronic records management; recommends strategies for the preservation, maintenance, and disposal of the University’s electronic records and data, websites, and social media; and advises on the management of the digital information of the University to ensure compliance with regulatory requirements for retention, appropriate disposal processes, and/or long-term preservation. This position also collaborates with others to ensure compliance, verification, authentication, and related activities that build and sustain a comprehensive electronic records management program. Serves as a resource regarding applicable laws, policies, and guidelines to University of Florida administrative personnel, faculty, and staff creating, managing, preserving, and providing access to born-digital and digitally reformatted records.

The library encourages staff participation in reaching management decisions and consequently the Electronic Records Specialist will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
Electronic Record Preservation
- Develops information resources specific to the long-term preservation of electronic record formats and carriers based on Florida’s Public Records Law and other relevant federal or state legislation, regulations, and requirements. Advises on procedures and workflows for managing long-term or permanent electronic records which include, but are not limited to, ingest, storage, organization, description, access, and preservation of records in accordance with professional standards and best practices.
• Works with University personnel to ensure electronic records and/or information with long-term or historic value are retained in local or other designated systems which are authentic, accessible, and reliable, and adhere to other electronic recordkeeping principles.
• Advises University personnel on procedures for the conversion of University records with historic or long-term value to electronic formats, including recommendations for file formats, file naming and storage, and digitization requirements among other best practices.
• Assists with the transfer of electronic institutional records with historical, evidential, or legal value to the University Archives.

Electronic Records Management
• 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.
• Communicates and interacts with University records creators and custodians to determine electronic record and information management needs, including the management of record carriers and recordkeeping systems (legacy or active) which may contain inactive or active electronic records in order to meet legal requirements.
• Facilitates conversation with personnel across the University on emerging trends and best practices for electronic records and information management.
• Gives guidance to University of Florida personnel on disaster planning and preparedness for electronic records in coordination with appropriate University personnel.

Electronic Records 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 preservation, University policies, and the State of Florida and Federal rules and regulations.
• Assist with the maintenance of websites and other resources.

Other Duties
Professional Development and other duties as assigned
• Maintains a course of relevant professional development and serves on committees as appointed.
• Performs other duties as assigned.

QUALIFICATIONS
Required:
Bachelor’s degree in an appropriate area of specialization and three years of relevant experience; or an equivalent combination of education and experience.

Preferred:
• Digital Archives Specialist (DAS) Certificate; or equivalent certification; or willingness to complete the DAS certification or other equivalent training.
• Experience with records management, electronic records management, and related concerns.
• Experience with or knowledge of technologies and systems used to capture, maintain, store, preserve and dispose of content and documents related to business operations.
• Experience with standards, policies, and procedures related to compliance or risk responsibilities.
• Experience with or ability to learn archival content management systems and related tools, standards for archival description, digital preservation principles, and digital forensics techniques.
• 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.
• Flexibility, and ability to adapt and work in a rapidly changing academic environment.
• Ability to work independently on multiple projects and priorities.
• Basic computer skills and experience with Microsoft Word and Outlook.
• Demonstrated 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.

Research indicates that applicants with marginalized identities are hesitant to apply for positions if they do not meet all of the required and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop these preferred skills. We strongly encourage those who have a track record of learning and gaining new skills to apply.

The University of Florida
The University of Florida (UF) is the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF is currently 8th among “Top Public Universities” in the U.S. News and World Report. UF has a long history of established programs in international education, research and service. 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.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

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. 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 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.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as 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 of the reasons for calling 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 online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

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)

Apply by March 30, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 513605. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@ufl.edu.

AFFIRMATIVE ACTION/EOO
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.