



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DOCUMENT MANAGEMENT SPECIALIST

A Classified Position

[Grade 22 – Salary Schedule 60](#)

A. General Statement

The Document Management Specialist preserves, describes, organizes, and maintains records, including databases, with long-term historical value for the District, such as official District records, blueprints/drawings, project specifications, building material samples and other documents. The Document Management Specialist recommends and implements the reformatting, indexing, and delivery solutions for permanent and inactive records. Public contact is moderate and could involve College and District staff, faculty, students, vendors, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve a variety of minor and occasional major problems that arise, by selecting from among alternative procedures that are available. Consequences of errors in judgment could be costly in employee and staff time and could have a negative impact for future capital improvements and facilities maintenance. Document Management Specialists can lead the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Follows established indexing/document management protocols to prepare document descriptions and recommend changes as needed
2. Analyzes and organizes permanent records and historically valuable documents
3. Participates in research activities based on archival materials using a search engine
4. Preserves records by identifying aged materials and level of conservation work needed and provides basic repair and preventive preservation for safe handling of paper records
5. Performs inventories of active and inactive record storage areas and assist in records disposition
6. Recommends active and inactive records storage periods, in coordination with supervisor

7. Assists in the researching, planning, development and implementation of long and short-range goals for the archives, in coordination with the archiving team
8. Recommends, implements, reformats, and manages reformatting documents e.g., scanning of original blue prints and conversion of source documents to PDFs
9. Notifies supervisor of need for document validation when conflicting information is identified in duplicate records
10. Files and cross indexes electronic documents in alphabetical and chronological order or the order best applicable to future retrieval
11. Operates computer systems and devices, telephone, standard office equipment and scanner.
12. Uses a variety of specialized software to work with different types of file formats such as database, computer-aided design (CAD), image/graphic, and portable document format files (PDF)
13. Recommends changes as needed to document management protocols
14. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and college courses in business administration, office administration, or a closely related field
2. Successful clerical experience of increasing responsibility
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience with the organization, implementation, and maintenance of a variety of electronic and manual files and records
5. Demonstrated skill in multi-tasking, prioritizing workloads and working independently
6. Experience with the use of a variety of computer software to compose and prepare correspondence, complex forms, reports, presentations, and other written materials
7. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
8. Experience in directing the work of others
9. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires visual comparison and acuity; manual dexterity; attention to details; data analysis and logical sequencing; multitasking; work under deadline and other pressures; patience and sensitivity to others; discretion and tact; driving a motor vehicle; good memory; and strategic planning in order to perform the essential functions. Work involves standard office setting, with ability to operate office equipment. Also involves work in inactive records storage areas. Both environments may involve exposure to dust and may require the ability to lift boxes up to 40 pounds.

E. Knowledge, Skills & Abilities

1. Knowledge of facilities design, construction and maintenance terminology and concepts
2. Knowledge of document management principles and practices
3. Skill in multi-tasking and workload prioritizing under deadline pressure, using independent judgment

for decision-making

4. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems
5. Skill in creating and maintaining databases, preferably Microsoft Access and SharePoint and the use of Internet search engines
6. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
7. Skill in oral communication, including public speaking and giving clear and concise instructions
8. Skill in written communication
9. Skill in training and leading the work of others
10. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
11. Ability to analyze and solve complex problems pertaining to archival methods and procedures
12. Ability to coordinate, prioritize, anticipate, and resolve workload issues and problems to meet scheduled deadlines
13. Ability to quickly identify technical and non-technical hard copy or electronic documents
14. Ability to work effectively as part of a customer service team

(2/2015)