

MANAGER, RECORD CENTRES

Kind of Work

Responsible administrative work of a specialized nature in the field of records management.

Distinguishing Features of Work

An employee in this class is responsible for planning, organising and developing the records management programme of the National Archives Division. Work involves the development and implementation of systems and procedures to ensure the proper transfer, maintenance, storage, prompt retrieval and disposal of official records. The employee exercises a considerable degree of initiative and independent judgement within established policies and procedures and work is subject to review for accomplishment by a superior officer through discussions, observations and reports.

Examples of Work

Establishes methods, systems and procedures for the effective documentation, maintenance, storage and the retention and disposal of official records.

Supervises subordinate staff engaged in the maintenance, preservation, storage, retrieval and disposal of official records held at Record Centres.

Advises ministries, departments and other agencies on the methods, procedures and policies for the development of records retention and disposal schedules for proper storage and maintenance of official records; and monitors these activities to ensure the preservation of records of historical value.

Conducts historical research of the development, structure and functions of government ministries, departments and agencies and prepares relevant documentation for public records.

Assists in the preparation of draft budget Estimates of Expenditure for the National Archives Division.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Considerable knowledge of the care and preservation of documents and archival material.

Considerable knowledge of modern records management systems and procedures.

Considerable knowledge of modern methods and techniques of research and of office management.

Knowledge of Public Administration.

Knowledge of the history of government in Trinidad and Tobago.

Knowledge of Archive legislation.

Ability to institute proper procedures and establish systems for effective records management.

Ability to communicate effectively and to prepare clear and concise reports of varying complexity.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Minimum Experience and Training

Considerable experience in records management or archive administration and training as evidenced by the possession of an approved degree from a recognized University supplemented by successful completion of a recognized course in Records Management and/or Archives Administration; or any equivalent combination of experience and training.