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# Example of Records Administrator Job Description

Our company is looking to fill the role of records administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for records administrator

* Perform administrative duties as related to the vendor system in place for off-site records management
* Assesses organizational developmental needs and identifies opportunities to maximize capabilities and achieve cancer program goals
* Direct a systematic cancer data program system in compliance with ethical and legal requirements in accordance with the American College of Surgeons (ACoS) Commission on Cancer guidelines
* Estimates budget requirements, determines staffing and equipment needs
* Maintain access to Department of Defense-wide cancer registry system such as, the Automated Central Tumor Registry (ACTUR) to facilitate data transfer and reporting
* Records and information management including developing, implementing, administering and managing programs and projects in support of records management programs and in compliance with all applicable laws, tariffs and policies
* Recommends, interprets, and implements record retention operational policies, procedures and practices
* Conduct regulatory research for record-keeping requirements and laws at the Federal, State and local level
* Manages contracts
* Monitor compliance programs and related activities and develop and execute records and information governance strategies that ensure adherence to laws, regulations, policies, and industry best practices

## Qualifications for records administrator

* BS/BA preferred and 0-2 years of experience in related area of responsibility
* Extensive knowledge of the NSW State Records Act, Australian Standard AS ISO 15489
* Experience in all areas of EDM record systems management with an emphasis on analysis, systems integration and data migrations
* Experience with aircraft MRO systems preferred
* Experience with electronic records management systems preferred
* 4 years of aircraft-related work experience preferred