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# Example of Records Management Specialist Job Description

Our company is growing rapidly and is looking to fill the role of records management specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records management specialist

* Providing expert advice and consultation to ensure that records creation, maintenance, use, and disposition are in accordance with relevant guidelines and are legally sufficient
* Providing expert advice, guidance, technical assistance, and training to managers to develop and implement records management processes
* Conducting records inventories, analyze and categorize records for records retention schedules, and as necessary, submit SF-115s for approval
* Preparing professional quality fact sheets, presentations, brochures, and training materials
* Independently leads and monitors the implementation of individual and multi-disciplinary records management initiatives/projects, communicate progress, resolves issues and escalates where necessary
* Leads and manages maintenance of the enterprise records management schedules, including change management process and references to statutory and regulatory requirements in collaboration with Legal and Compliance and business functions
* Develops and maintains effective relationships with Crew and maintains network of records management related resources to communicate progress and share best practices
* Develops and reports on key performance indicators and other compliance evidence to record and monitor value and effectiveness of the records management program
* Participates in industry organizations and associations to integrate best practices into the organization
* Obtains and maintains relevant certifications

## Qualifications for records management specialist

* Occasional lifting of 25 lb
* Moderate lifting (or otherwise movement, carrying, setting, and placement)of 15-30 lbs
* Update and maintain the Records Management Disaster Recovery Plan
* Provide Records Management disaster response support with recordkeeping emergencies
* Maintain filing system and record copies of project documents
* Assist with turnover of records to the client and BSII