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# Example of Records Manager Job Description

Our company is growing rapidly and is looking for a records manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for records manager

* Ensure to capture best practice and implement it in processes
* Plan, develop, maintain, and exercise a Business Continuity Plan to ensure continuity of processes in the event of a major loss of facilities, staff, technology, or 3rd Party providers
* Develop and maintain an effective physical records services and processes for all company operations
* Serves as a liaison with IM Operations to ensure that proper resources are available along with troubleshooting through operational issues as they arise
* Partners with records vendors
* Evaluates and recommends solutions to information management application/problems
* Interfaces with customer and coordinates and manages workflows
* Leads, mentors, cross trains and provides accountable standards and measures to the department employees
* Supports activities and tasks related to RIM program administration
* Responsible to ensure strategic marketing, promotion, branding and maximization of revenue for Last Gang artist roster

## Qualifications for records manager

* Two (2) years of experience in digital records management is required
* Must be a Certified Records Manager
* Knowledge of Current and emerging NARA and other federal requirements is preferred
* Records management, information systems, process analysis or related experience
* Experience developing retention schedules, policies, and procedures
* Strong knowledge of content types and the ability to use analytic reasoning and a thorough understanding of the records of an entity and its business units to consistently apply correct content types