



## Example of Records Administrator Job Description

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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
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- 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