

# SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



## Records Retention Coordinator/Assistant Internal Auditor Internal Audit Full Time, Non-Exempt

**Starting Salary Range:** \$31,335 - \$36,035  
**Salary Grade Range:** \$31,335 - \$47,003

**Posting Date:** 6-14-17  
**Closing Date:** Open Until Filled

Under general supervision, while coordinating with other Airport Authority department personnel, maintains the Airport Authority's Records Management System to include filing, preserving, retrieving and disposing of public records in accordance with state and federal statutes. Assists the Manager, Internal Audit and Civil Rights Compliance Officer in field work and preparation of audit reports.

**MINIMUM QUALIFICATIONS:** Two years' experience performing duties and functions related to records management.

**PREFERRED QUALIFICATIONS:** Associate or more advanced degree in Library Science or related field; intermediate level Excel and Word as demonstrated by test results; two years accounting and auditing experience; formal training in filing and record retention; experience in a computerized record management system and, in particular, the Laserfiche Enterprise Content Management system; experience in a governmental or public agency environment **preferred**.

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### **TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @[www.srq-airport.com](http://www.srq-airport.com); or, calling 941-359-2770 ext 4212 or ext 4231.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to [application@srq-airport.com](mailto:application@srq-airport.com). Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 3038  
Date Approved: 06/17  
Grade: 23

**JOB TITLE:** Records Retention Coordinator/Assistant Internal Auditor  
**REPORTS TO:** Manager, Internal Audit and Civil Rights Compliance Officer  
**DEPARTMENT:** Internal Audit  
**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Under general supervision, while coordinating with other Airport Authority department personnel, maintains the Airport Authority's Records Management System to include filing, preserving, retrieving and disposing of public records in accordance with state and federal statutes. Assists the Manager, Internal Audit and Civil Rights Compliance Officer in field work and preparation of audit reports.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

Establishes and administers the Airport Authority records management program in accordance with public records law and Authority procedures.

Serves as the Records Management Liaison Officer in accordance with Florida statutes. As the designee of the Authority's Custodian of Public Records, coordinates access to public records by members of the public and other Authority employees. Informs management of regulations, develops and writes procedures for record retention, and ensures compliance. Safeguards all records against loss or improper destruction.

Maintains Authority Records Retention Schedules in accordance with State and Federal regulations.

Receives Authority records designated for active or long-term storage, files or scans paper records received in an accurate and timely manner, and enters either a description of paper records or scanned records image files into the appropriate records software to enable future tracking and retrieval of the records. Examples include correspondence, contracts, agreements, insurance, and vehicle titles.

Administers the Authority's records management software systems used to manage and track paper and electronic records to provide for the efficient location and retrieval of Authority records.

Coordinates the ongoing conversion of the Authority's records management process from a paper-based system to a fully electronic Enterprise Content Management system.

Conducts annual destruction of records that have reached legal retention, prepares necessary State forms, and maintains complete and accurate records of the destruction process, including necessary certifications. Obtains purchase order for contractor to provide secure onsite record destruction services through the Purchasing Department under the Authority's procurement policies. Schedules the onsite work with the selected contractor and coordinates access to the records location with the Operations Department.

Administers internal procedures for document shredding of obsolete and superseded records and records no longer having any administrative value as set forth in the Authority's Management Directives.

Conducts training for Airport staff in records procedures, use of the Authority's records schedules for classifying and retention of Authority records, and the use of the enterprise content management system software.

Retrieves paper records for Authority staff and maintains accurate circulation tracking system for all signed-out records. Retrieves electronic records for those staff members without access to the central document repository.

Receives and responds to requests from the Public for access to Authority records, in accordance with Florida's Public Records and Open Meetings ("Sunshine") laws.

Maintains and distributes additions to Authority and Departmental Directive Manuals. Assigns directive numbers, retains original directives, and updates indices.

### **Other Job Responsibilities**

Assists Manager, Internal Audit and Civil Rights Compliance Officer in the collection of data, audit field work, and research.

Performs monthly audit program regarding parking lot activity and coordinates Authority response to vehicles that have been abandoned in the airport parking lot.

Coordinates the VIP Parking program and distributes all parking passes.

Assists in the conduct of evaluations of Airport compliance with the Americans with Disabilities Act.

Makes recommendations to management of supplies and equipment needed for the records center.

Performs other related duties as required.

### **MATERIALS AND EQUIPMENT USED**

Computer, Scanner, Fax Machine, Calculator, Typewriter, Adding Machine, Document Shredder.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience:**

Two years' experience performing duties and functions related to records management.

Associate or more advanced degree in Library Science or related field, **preferred**.

Intermediate level Excel and Word as demonstrated by test results, **preferred**.

Two years accounting and auditing experience, **preferred**.

Formal training in filing and record retention, **preferred**.

Experience in a computerized record management system and, in particular, the Laserfiche Enterprise Content Management system, **preferred**.

Experience in a governmental or public agency environment, **preferred**.

**Knowledge, Skills and Abilities:**

Knowledge of general record keeping procedures and practices, and governmental public agency regulations.

Knowledge of office filing systems.

Knowledge of computer systems.

Knowledge of state and federal file purging guidelines, **preferred**.

Knowledge of general accounting operations and auditing procedures, **preferred**.

Ability to organize and file materials correctly.

Ability to exercise discretion and maintain confidentiality.

Ability to understand and carry out oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to work independently.

Ability to maintain attention to details in the performance of often tedious tasks involving numbers.

Ability to organize and prioritize.

Ability to maintain the integrity of the records management system by limiting access to records.

Ability to establish policies and implement the same.

Ability to understand federal and state record regulations regarding access to and retention of records, as well as the implications for non-compliance with these regulations.

Ability to lift objects up to 50 pounds and to stand, bend and crouch for long periods of time.

Ability to develop and maintain effective working relationships with superiors and fellow employees in other departments.

**Physical Requirements:**

The Records Retention Coordinator/Assistant Internal Auditor must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

**Mental Requirements:**

As the Records Retention Coordinator/Assistant Internal Auditor the employee must have the mental capacity to provide records retention support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with

superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the Manager, Internal Audit and Civil Rights Compliance Officer.

**Environmental Requirements:**

The Records Retention Coordinator/Assistant Internal Auditor generally works in an office environment.

**Summary Clause:**

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Records Retention Coordinator/Assistant Internal Auditor if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Records Retention Coordinator/Assistant Internal Auditor and is subject to change at the discretion of the Airport Authority.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**3038one**



**Physical/Mental Requirements**

**Job Title: Records Retention Coordinator/  
Assistant Internal Auditor**

**Job Code: 3038  
Date: 06/17**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting	X			
Walking		X		
Lifting		X		
1-10 lbs.		X		
11-20 lbs.		X		
21-35 lbs.		X		
36-50 lbs.			X	
Over 50 lbs.			X	
Carrying		X		
Reaching		X		
Climbing		X		
Driving			X	
Written Communication		X		
Oral Communication		X		
Reading	X			
Hand Dexterity		X		
Reasoning		X		
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			

*The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*



## SARASOTA MANATEE AIRPORT AUTHORITY

### SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
<b>Employee &amp; Dependent Medical Insurance</b> SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
<b>Employee &amp; Dependent Dental Insurance</b> SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
<b>Employee &amp; Dependent Life Insurance</b> (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
<b>Travel Insurance</b>	Immediate
<b>Employee Assistance Program</b>	Immediate
<b>Short-Term Disability</b> (100% paid by SMAA)	1 year
<b>Sick-Time</b>	90 days
<b>Vacation Leave</b>	6 months
<b>Retirement Plan</b> (A 401 plan administered by the Principal Financial Group)	6 months
<b>Reimbursement for Continuing Education</b>	6 months
<b>Floating Holidays</b>	6 months
<b>National Holidays</b>	Immediate
<b>Special Discount Programs (Varies)</b>	Immediate
Voluntary/Optional Benefits:	Waiting Period
<b>Pre-Paid Legal Plan</b> (Voluntary – payroll deduction)	Immediate
<b>Deferred Compensation Plan</b> (Voluntary – payroll deduction)	90 days
<b>Group Term Life, Supplemental Medical, and Long Term Disability Insurance</b> (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period