

POSITION OVERVIEW

Tampa International Airport is seeking an innovative leader to manage the Central Records department at the Aviation Authority. This role is responsible for managing agency's records and information management function and setting goals and strategic direction. The Central Records department manages the retention, storage and eventual disposal of physical and electronic records and oversees mailroom activities for the Aviation Authority. This position serves as the Aviation Authority's chief records custodian and subject matter expert for the management of all recorded information, physical and electronic, generated and maintained by the Aviation Authority. The Records and Information Management Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning. The ideal candidate will have outstanding interpersonal and supervisory skills, a positive attitude, integrity, flexibility and possess comprehensive management and leadership skills. The person selected as the Records and Information Management Manager will have a unique opportunity to help move the Aviation Authority into a state of the art electronic records management program.

POSITION ACCOUNTIBILITIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Manages the Aviation Authority's records management program, which includes the identification, classification and indexing of documents; the conversion of printed records eligible for alternative storage media and the retention of records.
- Maintains liaison with state archival officials to establish and provide retention and disposal standards and schedules for records and ensures agency compliance.
- Oversees the handling of public records requests and ensures compliance with Public Records Laws.
- Initiates and coordinates public records training agency-wide.
- Interacts with department records custodians to ensure proper handling of department documents and coordinate archiving of records.
- Responsible for managing the Authority's mailroom, including the sorting and delivery of incoming mail, preparation and sending of outgoing mail and delivery of inter-office mail.
- Ensures packages received are logged into the Delivery Tracking System.
- Oversees the logging of incoming cash and credit card payments received by the Authority.
- Maintains master record of all standard agency forms.
- Lead a broad range of large scale program and project efforts acting as a business liaison with other departments to ensure appropriate information management practices and controls are in place to meet relevant information risk, policy and regulatory requirements.
- Assess the activities of the team and recommend process improvements measured against national standards.
- Ensure appropriate controls are in place to enforce the confidentiality, privacy and security obligations for protected information working closely with Information Technology Services to identify evolving data protection risks, threats, trends and tools
- Keep current with information technology, related legal and industry standards, regulations and emerging practices and their impact on the planning and implementation of the records management program.
- Manages, directs and coordinates department activities; works with personnel to establish schedules and methods; develops and implements policies and procedures; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products methods and procedures; and reviews and approves time, reimbursement requests and purchases.

- Responsible for the selection, supervision and evaluation of assigned staff and ensures appropriate training is provided. Leads a team of direct reports in an ongoing coaching environment, focusing on continuous process improvement.
- Develops team goals, long and intermediate strategies and priorities. Develops a business plan that ensures the accomplishment of the team goals and objectives for the different disciplines of records management. Tracks team goals and objectives, analyzes team activities and prepares reports.
- Develops and monitors budget and forecasts the needs for staffing, equipment, materials and supplies.

MINIMUM QUALIFICATIONS

An Associate's or higher degree from an accredited college or university is preferred. Five years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity. Certification in records and/or information management preferred.

Demonstrated knowledge and understanding of principles, practices and methods of records management, which include identification, storage, circulation, retention and disposal of records; strategies, tools and technologies used to capture, manage, store, preserve and deliver information manually or electronically. Demonstrated experience working with an electronic records management system such as P8 or Laserfiche. The ability to pass a pre-employment drug screen, credit check and FBI/TSA background check.

JOB SPECIFIC COMPETENCIES

- Participate in continuing education, research, networking, and professional and industry organizations to develop, maintain and advance competencies.
- Effectively manage during periods involving changes in tasks, work environment or conditions affecting the organization.
- Partner with Information Technology Services to develop best practices and procedures related to managing electronic information repositories.
- Work closely with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests.
- Considerable knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.
- Seek out electronic document imaging technology best practices for upgrading of production capabilities on an agency-wide bases.

TPA MISSION STATEMENT

To be a major driver in the economic growth of the Tampa Bay Region. We will be leading edge innovators to create global access and extraordinary customer experiences through our people and facilities to build prosperity for our stakeholders and the region.

TPA VISION STATEMENT

To be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the

application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.