



Job Description

Job Title: Manager – Document Imaging

JTC: CQB

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May be required to lift records storage boxes weighing an average of 50 pounds and climbing stairs.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years of related work experience. Official transcripts are required. Must possess a current driver's license for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the document imaging of district records in the Records Center as advised by supervisor and contracted outsourcing vendor. Provides guidance on document imaging and the district document management system to the district. Supervises forms management and design for the district.

Provides leadership to assigned staff responsible for document imaging and management, forms management design and record management functions. Provides document imaging and management processes, procedures and technical advice to support district departments. Provides training programs for campuses.

Responsible for the implementation of electronic forms, including workflow and process management and works with Information Technology. Compiles production data maintains databases and spreadsheets and prepares periodic and ad hoc reports and charts of individual and department production activity.

Develops and maintains procedures for Record Management operations in compliance with DCCCD records management policies and procedures. Responsible for maintaining the confidentiality of sensitive information held in the Records Center and off-site storage facility.

Responsible for the facility, equipment, supplies, environment and procedures needed to maintain all areas of the records center operations. Responsible for final specification approval for applicable RFP's and bids, including but not limited to site visits, analysis of proposals, and recommendations for award.

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises two or more full time employees.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.