

## Records and Information Management Specialist Office of Information Technology

*Rockville, MD*

### Summary

This position is located in Office of Information Technology, Division of Capital Planning, Architecture, & Project Management, Project Management and Enterprise Architecture Branch. The duty location for this position is Rockville, MD.

As a Records and Information Management Specialist, you serve as the Agency Records Officer responsible for leading, planning, and implementing the HRSA electronic records management program for core mission and administrative records, regardless of medium or format.

### Responsibilities

- Managing the Agency's Records Management program to align with the agency's business and mission need.
- Supporting the modernization of records management functions by managing the transition of agency paper records to electronic records.
- Translating records management policies and mandates into business requirements and providing to IT system owners in Bureaus and Offices for implementation of electronic records management.
- Working closely and proactively with legal counsel to ensure that records/information assets are managed to ensure government accountability, protect the interests of the public, and mitigate records-related litigation risks.
- Coordinating with HRSA program managers to ensure records creation, maintenance, use, and disposition are in accordance with this guidance and the Federal Records Act.
- Creating, conducting, and coordinating records management training for agency staff.

### Qualifications

- *Examples of qualifying experience include the following types of tasks performed on a regular and recurring basis: facilitating, coordinating, communicating, and managing records management program; leading projects, workgroups, etc. to improve compliance with records and information management requirements; and, developing standard*

*operating procedures to improve the administration of records and information management program(s).*

- *Experience refers to paid and unpaid experience, including volunteer work done through National Service Programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; community; student; social). If such experience is on a part-time basis, you must provide the average number of hours worked per week as well as the beginning and ending dates of the experience so it can be fully credited.*
- *Applicants will be evaluated on the following competencies:*
- *RECORDS AND INFORMATION MANAGEMENT - Knowledge of, and experience in applying records management laws, regulations, rules, policies and procedures which govern the creation, dissemination, research, storage and disposition of Federal records.*
- *BUSINESS PROCESS REENGINEERING - Utilizes methods, metrics, tools, and techniques to analyze and design workflows and business processes within an organization to improve outcomes, customer service, decrease operating costs, increase efficiency and effectiveness of operations, etc.*
- *COMPLIANCE - Knowledge of procedures for assessing, evaluating, and monitoring programs or projects for compliance with Federal laws, regulations, and guidance.*
- *PROGRAM MANAGEMENT - Designs, implements and manages multiple or ongoing programs/projects, and directs the related resources, personnel and activities.*

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