

# FRANKLIN COUNTY RECORDER'S OFFICE

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title:</b> Director of Document Imaging Center
<b>Dept.:</b> Administration	<b>Employment Status:</b> Full-Time
<b>Reports to:</b> Chief of Staff	<b>FLSA Status/Pay:</b> Exempt
<b>Normal Hours:</b> 40 hours; Monday–Friday	<b>Civil Service Status:</b> Unclassified – R.C. 124.11 (A)(9)
<b>EEO Status:</b> 01 – Officials/Administrators	<b>Pay Range:</b> \$27.19-\$40.79/hour (\$56,555-\$84,843)

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**QUALIFICATIONS:** An example of acceptable qualifications:

Possession of a Bachelor's degree from an accredited college or university in a related field; five (5) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Understanding and experience with management of public records is preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal Computer, computer software (e.g., Microsoft Office, Outlook, Kodak CapturePro, Mekel Fast Film, Intellivue, and other applicable computer software), Mekel digital image conversion scanners, archive writers, fax machine, copier, high speed scanners, telephone, and other standard modern imaging and business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 35% (1) Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).
  - 40% (2) Directs operations of the Document Imaging Center and oversees daily office operations; manages equipment and contract purchases and authorizes materials and services expenditures; engineers and determines procedures and supervises successful technology conversions. Works with various agency contacts with information gathering, project specifications, and guidance on services offered.
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- 10% (3) Sets agenda for and leads Microfilming Board Meetings; creates production and expenditure reports.
- 10% (4) Determines budget needs and supplies data to Chief of Staff; directs and oversees the purchase and installation of microfilming equipment for various County agencies; solicits bids for equipment, maintenance, and supplies.
  - (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
  - (6) Maintains required licensure or certification, if any.
  - (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
  - (8) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (1) Performs other duties as assigned.
- (2) Position may require limited travel.
- (3) Occasional need to work outside normal hours to ensure the proper balancing of daily work.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** budgeting; office practices and procedures; \*County/department goals and objectives; \*County/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; \*laws, rules, and regulations regulating the operation of the Recorder's Office; computer software; records management; office management; records retention; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; public relations; customer service techniques; employee training and development; microfilming techniques; supervisory principles and practices.

**Skill in:** typing; data entry; word processing; computer operation; use of modern imaging and office equipment; operation of microfilm equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; apply management principles to solve agency problems; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; prepare accurate documentation; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; lift files, files boxes, ledger books, etc.; multi-task and prioritize work; travel to and gain access to work site.

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**POSITIONS DIRECTLY SUPERVISED:**

Administrative Assistant; Assistant Director of Document Imaging Center.