**Position Title**  Coordinator, Archives and Retrieval Systems  

**Institution**  Jefferson County Public Schools  

**Type of Position**  Full-time  

**Salary**  JCPS Salary Schedule II, Grade 8  

**Benefits**  Full benefits package  

**Job Duties**  Ensures that records are organized and protected to meet the needs of Jefferson County Public Schools in carrying out its business legally and effectively. Manages the lifecycle of the records, develops filing systems, retention and disposal schedules, advises on records storage and records media and the training of district staff to manage their own records. Preserves the District memory and heritage.  

**Qualifications/Experience**  

**MINIMUM QUALIFICATIONS:**  
Bachelor's degree with a concentration in archives and/or records management  
Three (3) years successfully experience with government records management practices, indexing, applicable state laws and regulations, preservation techniques and retention schedule development  
Successful leadership experience  
Skill in managing a system of databases designed to control and facilitate record access  

**DESIRABLE QUALIFICATIONS:**  
Master's degree  
Kentucky Professional Certification in administration and/or supervision  
Experience with imaging projects  

**Additional Comments**  See job description for more information on duties.
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<tr>
<td>Application Deadline</td>
<td>Sunday, October 8, 2017</td>
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<tr>
<td>Contact Person</td>
<td>Mary Margaret Bell</td>
</tr>
<tr>
<td>Address</td>
<td>Jefferson County Public Schools Archives, C. B. Young, Jr. Service Center Building 6 3001 Crittenden Drive Louisville, Kentucky 40209 United States</td>
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<td>Email</td>
<td><a href="mailto:marymargaret.bell@jefferson.kyschools.us">marymargaret.bell@jefferson.kyschools.us</a></td>
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<tr>
<td>Phone</td>
<td>502-485-3098</td>
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