Adams12 Five Star Schools

Job Description

Prepared/Revised Date: June 2026

Job Title:	**Manager, Records and Print Services**	Job Code:	**070505**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt – A**
Pay Program:	**Administrative**	Pay Range:	**L12**
Work Year:	**12 months**		

SUMMARY: The Manager of Records and Print Services provides strategic leadership and oversight of the district's records management, centralized printing, graphic design, and mail operations. This role is responsible for the integrity, retention, and lifecycle management of student and administrative records, while simultaneously managing the print shop as a self-funding internal service entity. The Manager serves as the system administrator for the Enterprise Content Management (ECM) system and the district-wide multi-function print fleet, ensuring compliance with legal, administrative, and U.S. Postal Service requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Integrated Operations Leadership**: Manages the daily operations of records management and the centralized print shop. Ensures the accurate retrieval, retention, and destruction of records while maintaining production schedules for printing, bindery, and mail services. Troubleshoots complex operational and system-related issues, identifying root causes and implementing process or system improvements. Monitors project completion to meet customer needs.	D	20%
2. **People and Culture Leadership**: Responsible for hiring, managing, and evaluating a diverse team including Records Technicians, Graphic Designers, and Printing Technicians. Directs work, assigns training, and resolves interpersonal conflicts to improve team culture and productivity.	D	15%
3. **Technology and System Ownership**: Serves as the system owner and administrator for the Laserfiche ECM and the district-wide fleet of multi-function print devices. Manage implementation, user support, and security for these systems, while supporting the improvement of document-driven processes through electronic forms, workflow automation, and digital imaging. Works with departments to understand business needs, gather requirements, and design practical workflow solutions that improve efficiency and service delivery.	D	15%
4. **Strategic and Compliance Leadership**: Develops and maintains the District's Records Retention Schedule in accordance with law. Implement marketing plans and promotions for print services to internal and external customers. Ensures compliance with state/federal records requirements and USPS regulations.	W	15%
5. **Financial and Resource Management:** Provides oversight of budgets for records, print shop, and mailroom operations. Manages the print shop as a self-funding entity, establishing pricing structures and revenue generation goals to cover departmental expenses.	W	15%
6. **Collaboration and Customer Service:** Partners with Legal, IT, Finance and district stakeholders to analyze business needs, design document and workflow solutions, and ensure alignment with district standards, compliance requirements, and system capabilities. Engage stakeholders to envision service improvements and ensure high service levels during critical timeframes, such as the start of the school year.	W	15%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in information and Records Management or related field required. Four (4) years of additional experience in a related field can be substituted for this requirement.
- Minimum of three (3) years of experience in records management, business operations, or a related industry.
- Experience with LaserFiche or similar ECM system administration required.
- Supervisory or team leadership experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel between district facilities within the required timeline.
- Laserfiche CPP Certification preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong knowledge of state/federal records retention and information management principles.
- Knowledge of digital imaging, high-volume printing technology, and desktop publishing.
- Ability to calculate fixed/variable costs, markups, and breakeven points for self-funding operations.
- Ability to maintain confidentiality and handle data privacy/cyber-security standards.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Immediate/Advanced knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Outlook.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Information Governance and Business Applications	090537

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	District Records Technician	1	1318
	Graphic Design & Prepress Technician	1	1403
	Printing Services Technician	2	1500

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating. Has indirect (dotted line) supervisory responsibility for staff managing student records in each school.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Accountable for the preparation of long-range budgets, goals and objectives for the Records and Print Services Department and Records and Print Services personnel.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell		X		
WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills		X		
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	