

## **HIGHLAND COUNTY COMMISSIONERS HIRING FULL-TIME RECORDS MANAGER**

Under direction of the Board of Commissioners, serves as department head; directs, and administers all functions of the Records Center and Archives Department; plans, consults, and implements a records management program for Highland County offices, departments and agencies; serves as permanent secretary to the Records Commission and serves as a liaison between the county's records program and state agencies.; ensures compliance with all federal, state, and local laws pertaining to the retention, destruction, access, and preservation of county government records.

Bachelor's degree in library science, information science or field related to records management; two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience; experience in project management; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

This position offers benefits, including state pension with a salary of \$40,000 to \$60,000, depending on your experience.

Interested candidates should forward a detailed resume no later than January 13, 2023 to:

Highland County Board of Commissioners

119 Governor Foraker Place, Suite 211

Hillsboro, Ohio 45133

or

[commissioners@co.highland.oh.us](mailto:commissioners@co.highland.oh.us)