



## **Records Manager and Records & Archives Group Supervisor**

**Overview:** The JPL Library, Archives and Records Section is seeking an innovative information leader to serve as the Laboratory's Records Manager (RM) and Records & Archives Group Supervisor (GS). Electronic Records Management is a JPL priority; as electronic records proliferate exponentially, the need to manage them proactively is a must. The RM/GS will be required to make informed compliance decisions daily, managing JPL's print and electronic records in accordance with both NASA and Caltech requirements and retention schedules as well as state and federal laws. The RM/GS leads an informal but vital group of over 150 Records Liaisons across JPL who help ensure records are handled in a timely fashion throughout their lifecycle.

The RM/GS works closely with JPL's NASA Management Office and the Caltech Office of General Counsel, coordinating on government records requirements, and providing research in support of Freedom of Information Act (FOIA) requests. The RM/GS oversees the work of full and part-time archivists, who often work in collaboration with JPL's Historian as well as with other NASA archivists and historians in preserving the Lab's and NASA's unique history in words, pictures and artifacts.

Operationally, the RM/Group Supervisor will lead a team of 8 direct reports in an ongoing coaching environment, focusing on continuous process improvement, setting goals and ensuring that they are achieved, and will, under the direction of the Section Manager, plan, manage and recommend budget plans and expenditures for Records and Archives, including an offsite storage contract, digitization hardware and software, archival storage media, and more.

The RM/GS needs to be involved in the records and archives professional realm, and is expected to keep up with developments in these related fields via professional reading, involvement with professional associations, and other opportunities.

To see details and to apply:

<https://experienced-jpl.icims.com/jobs/8471/job?iis=Email+a+Friend&iise=sara.r.tompson%40jpl.nasa.gov&iisn=Sara+Tompson>