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Records Manager

JOB CODE	JOB FAMILY	PROFILE
JCM344	**Business Services & Support**	**Records Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 15, 2026**

The Records Manager plans, directs, manages, assigns, and reviews the work of staff responsible for maintaining records and responding to public records requests. Oversees the development and implementation of records systems, imaging operations, and compliance with local, state, and federal laws. Works closely with attorneys to fulfill records requests for litigation. Coordinates records activities across departments, external agencies, and the public. Supervises staff, including hiring, training, performance evaluations, coaching, disciplinary actions, and terminations. Prepares and manages budgets, requests for proposals (RFPs), and resource planning for records management systems.

FUNCTIONAL AREA

METRO DETENTION CENTER

Manages all administrative and records functions within the Metro Detention Center, including oversight of corrections administrative supervisors, corrections technicians, and micrographics technicians. Oversees property room operations, booking processes, inmate records, and inmate accounts. Develops and maintains policies and procedures across five operational sections. Ensures compliance with applicable laws and supports the department with technical expertise, audits, and staff training.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates all functions of the countywide records management system, including retention, storage, retrieval, and destruction in compliance with applicable laws.

- Develops, recommends, and implements technologies that improve the efficiency of records and imaging systems.
- Prepares and manages the department's budget, including forecasting equipment and service needs.
- Evaluates and plans short- and long-term imaging and records management strategies for county departments.
- Consults with internal stakeholders to assess and implement imaging software and hardware.
- Prepares RFPs, evaluates vendor proposals, and manages contracts for imaging and records services.
- Supervises assigned staff and supports activities to meet service availability goals.
- Trains internal and external staff and provides technical assistance on records systems.
- Oversees project implementation, ensuring timely delivery and resource efficiency.
- Performs other job-related duties as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

METRO DETENTION CENTER (MDC)

- Manages the Corrections Department's records management system, including retention, retrieval, and compliance with laws and regulations.
- Implements and oversees technology solutions for records and inmate data management.
- Develops and maintains the inmate records process and policies related to the booking process, inmate accounts, and property room operations.
- Supervises and trains corrections and micrographics technicians; ensures quality control and file compliance.
- Serves as the department liaison with courts and other criminal justice entities.
- Audits and evaluates data collection, storage, and reporting systems.
- Conducts compliance audits and prepares reports for internal and external stakeholders.
- Maintains up-to-date inmate files and ensures timely response to records requests, including those related to litigation.
- Ensures accurate, up-to-date documentation of policies and procedures.
- Establishes and maintains collaborative partnerships with staff, stakeholders, and community organizations.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Public Administration, Business Administration, or a related field.
- Six (6) years of work experience in a related field.
- Two (2) years of experience in a supervisory role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is performed indoors in a temperature-controlled environment.
- Work surfaces may be carpeted, tiled, or concrete.
- Exposure to chemicals such as developer fluid, fixer, system cleaner, and denatured alcohol.
- May work independently or with limited supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office and record equipment including telephones, computers, printers, photocopiers, fax machines, and calculators.
- Handles files, reports, documents, and writing materials.
- Operates specialized imaging and micrographics equipment including film processors, readers, duplicators, and cameras.