## JOB ANNOUNCEMENT

**Manager I**

**Enterprise Records and Information Governance Team Lead**

North Dakota Information Technology

**Position No:** **112-00000281**

**Requisition No: 3018408**

**Location:** Bismarck/Telework

**Closing Date:** **April 29, 2021**

**Salary Range:** $4,613 - 8,303.00

**Hiring Range: $4,613 – 6,500.00**

**Status:** Full-time

**Type of Recruitment:** Internal/External

Are you passionate about records management? Do you believe that you can make the lives of people better with technology? If so, this may be your opportunity. The State of North Dakota is looking for an **Enterprise Records and Information Governance Team Lead** to join our team to plan, direct, develop and coordinate the statewide records and information management program. North Dakota Information Technology (NDIT) is seeking a candidate that has the passion to Empower People, Improve Lives, Inspire Success, and deliver world class technology. The desired candidate will be a leader who enjoys working with people in a collaborative environment, who can learn quickly in a rapidly changing technology landscape, and who embodies the core values that we follow as public servants for the State of North Dakota.

**Summary of Work**

The **Enterprise Records and Information Governance Team Lead** will be a member of the Records Management team within the Administration Division of NDIT. This team provides continuous development, implementation, and maintenance of policies and procedures for a comprehensive records and information management program at NDIT and the State of ND.

The **Enterprise Records and Information Governance Team Lead** will be expected to maintain compliance with laws, rules, regulations, and internal policies and procedures throughout the records life cycle. Responsible for maturing the State’s records and information governance capabilities and operations through implementation and maintenance of technical policies and procedures, enabling compliant lifecycle management, disclosure, and disposal of non-permanent digital county records, communications, and electronically stored information (ESI) within its enterprise IT platform, system, and application implementations.

The successful candidate will conduct training and provide expertise and guidance to Team ND. The **Enterprise Records and Information Governance Team Lead** will manage the daily functions of the records management team and should be a continuous learner, strong attention to detail, organizational skills, and superior communication and writing skills. The successful candidate should be a natural leader and will provide guidance and mentoring to other team members.

**Tasks and Duties**

* Manage and implement enterprise-wide records management policies, programs and procedures, and related compliance initiatives.
* Responsible for enforcing records management policies and procedures for the creation, retention, and disposition of physical and electronic records.
* Support the management of all phases of records and information lifecycle, including creating, updating, indexing, closing, storing, transferring, all other Information Governance tasks.
* Develop, administer, and coordinate the forms management program to improve the business process of collecting and using information.
* Understand key components of the State’s Information Governance framework with an emphasis on policy, retention schedules and standard operating procedures.
* Collaborate with and guide Team ND on records management issues.
* Manage an effort of continuous improvement that exceeds customer expectations while assisting the agency in reaching World Class IT service delivery.
* Drive innovation thru monitoring and evaluating emerging technologies to determine the impact on services and feasibility of implementation; ensure a high level of technology solutions to best serve customers’ needs.

**Minimum Qualifications**

Requires the following:

* **A bachelor’s degree** in Records Management, Information Management, Accounting, Business Management, Business Law or a related field and **three years** of current and progressive work experience including archives, records and information management including prior leadership experience.

**Preferred Qualifications**

* Professional certification in records or information governance (e.g. I GP).

**Application Procedures**

Please make sure that your resume includes information to demonstrate how you meet the minimum qualifications as posted.  Your work history will not be given credit if North Dakota Information Technology cannot determine that you meet the minimum qualifications.

All application material must be received on or before the closing date by 11:59 pm and must include the following documents:

* + Resume

North Dakota Information Technology does not offer or provide sponsorships. Applicants must be legally authorized to work in the United States.

For more information or if you need an accommodation, please contact: Trish Moch, North Dakota Information Technology: Email: itdjobs@nd.gov phone: (701) 328-1004, fax: (701) 328-3000 or TTY: 1-800-366-6888 or local at (701) 328-3190

Job Announcement Status can be viewed at: [>http://www.nd.gov/itd/working-itd](http://www.nd.gov/itd/working-itd)

* Learn more about NDIT at: [>http://www.nd.gov/itd](http://www.nd.gov/itd)
* Learn more about Employment Benefits at: [>](http://www.nd.gov/hrms/employees/benefits.aspx)<https://www.nd.gov/omb/state-employee/employment-and-compensation/benefits>
* Visit North Dakota State government: [>http://www.nd.gov](http://www.nd.gov/)

**Equal Opportunity Employer**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.