

The Los Angeles Unified School District is currently seeking a Records Manager to manage, plan, and coordinate the District's comprehensive records management function.

At a minimum, candidates must possess a bachelor's degree from a recognized college or university in Library Science, Planning, Public Administration, Business Administration or a related field. Additional qualifying experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis. Certification as a Records Manager (C.R.M.) by the Institute of Certified Records Manager (ICRM) is preferable. In addition, two years of comprehensive records management experience managing all documents for a government entity agency-wide or four years of comprehensive records management experience managing documents in the private sector are required. Experience managing documents for a school district is preferable.

Interested candidates are encouraged to submit their application online at www.lausdjobs.org.