

JOB ANNOUNCEMENT

POSITION: Document Management Specialist
DIVISION: Administration: Legal
SALARY: TBD

POSTED: October 10, 2019
APPLICATION DEADLINE: 4:00pm
October 24, 2019

SUMMARY: Work in conjunction with PWSA staff to perform activities for supporting in-house document retention policies and procedures for the organization. This includes gathering and organizing historical documents along with designing a framework within the enterprise-wide document management system to store all documents.

DUTIES:

- Work with PWSA staff to ensure that scanned documents and their manner of storage follow applicable document retention laws and regulations.
- Implement records management, imaging practices, and document retention strategies.
- Organize, scan, or perform other clerical duties related to storing and retaining records.
- To direct and train all staff to file and locate documents, including drawings, reports, and specifications.
- Implement strategies for determining electronic document lifecycle and disposal.
- Develop and create Standard Operating Procedures (SOPs) and policies for uploading/scanning different types of documents (i.e., architectural drawings, operating & maintenance (O&M) manuals, reports, etc., or any project related paper documents).
- Assists with the retrieval of documents in participation with internal and external audits.
- Develop a document hierarchy structure to properly catalog all the different types of documents housed at PWSA facilities.
- Develop a document numbering and naming convention across authority wide.
- Support the transition from paper-based document system to an electronic system.
- Assist with the implementation of the enterprise-wide document management system.
- Knowledge of storing and preserving perishable historical documents

KNOWLEDGE/ABILITIES:

- Knowledge of data management and electronic filing systems.
- Strong organizational skills are required.
- Ability to use a scanner, Microsoft Office, including but not limited to Microsoft Access and Excel, and other pertinent computer applications.
- Effective written, oral, interpersonal, and relationship building skills.
- Strong attention to detail.
- Ability to conduct research into past document management practices.
- Ability to work independently and be self-directed.

EDUCATION/EXPERIENCE REQUIREMENTS:

Applicants must meet **one** of the following requirements:

- Bachelor's degree in Archival Science, Library Science, Information Science, Business Administration, or a related field.
- Two years of document management experience.

GENERAL REQUIREMENTS:

- Applicants must become domiciled within the City of Pittsburgh at the time of appointment and remain domiciled with the City of Pittsburgh throughout employment with the PWSA.

PHYSICAL DEMANDS/WORKING CONDITIONS: While performing the duties of this position, an employee may be required to lift twenty (20) pounds, crouch and bend and reach with hands and arms. The employee is frequently required to walk and stand.

The physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

APPLICATIONS: Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, PA 15222 or via email to: HR@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

AN EQUAL OPPORTUNITY EMPLOYER

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.