Exhibit A2

**MORROW COUNTY BOARD OF DD**

**RECORDS AND RESOURCES SPECIALIST**

Scope and Function:

Under the direct supervision of the Communications Manager/Outreach and Provider Relations, serve as the first point of contact with families, agencies, and the general public; manage the agency's records in compliance with regulations and retention schedules; maintain a high level of confidentiality; respond to records requests; perform general administrative and support functions; prepare printed and electronic resources, educational material and social media information

Primary Job Responsibilities:

45% Records management: manage the agency's records in compliance with DODD, ORC, OAC, and other federal and state regulations and retention schedules; document scanning and organization; paper and electronic records retention and destruction; maintain an updated and organized process for recordkeeping; respond timely to records requests from staff, individuals and their families, other agencies/service providers and the public; maintain a high level of confidentiality; monitor and order office supplies

45% Communication: general administrative and support functions; prepare printed and electronic resources, educational material and social media information, working with leadership for content and final editing; process incoming and outgoing mail and packages, develop, implement and maintain distribution lists for resource materials and other correspondence; distribute electronic communication, email, surveys and other service or support information

10% Perform other related duties and participate in committee, team workgroups or other assignments as assigned by the Superintendent, Supervisor or designees.

Primary Working Relationships:

1. Families/Guardians/Service providers
2. Community Resource Personnel
3. Agency staff
4. General public

Qualifications:

1. High School diploma or GED
2. Good oral and written communication, interpersonal and listening skills
3. Proficient with Microsoft computer software and applications
4. Attention to detail/accuracy and strong organizational skills
5. Successful completion of background checks
6. Valid driver’s license
7. Ability to assess, evaluate, plan and coordinate work assignments and resources
8. Ability to work with people in a variety of settings and with a variety of agencies
9. Flexibility to adapt methods to meet the specific needs of each situation
10. Ability to independently travel to community locations
11. Represent Morrow DD in a positive, professional manner
12. Comply with Board policies and procedures, Ohio Department of DD Rules and Regulations and applicable state and federal laws
13. Satisfactory completion of in-service requirements; valid (or willingness to obtain) First Aid/CPR Certificates

Desired Personal Dimensions and skills:

1. Understanding and commitment to provide excellent customer service, collaboration and support to eligible individuals and their families, colleagues, and the general public
2. Commitment to the Agency’s Mission, Vision and Philosophical statements
3. Experience working with document management systems and other software/ability to use spreadsheets
4. Knowledge of social, educational, economic and service systems in the county
5. Knowledge of confidentiality and HIPAA safeguards
6. Good judgment/decision-making/problem-solving skills; work and communicate with others in a polite, respectful and cooperative manner
7. Demonstrate good organizational skills and time management skills
8. Respond appropriately to supervision, making an effort to follow policy and cooperate with others. Able to take direction and follow through with minimal supervision
9. Integrity: demonstrate responsible behavior; display high standards of ethical conduct, exhibiting honesty. Refrain from dishonest or unethical behavior
10. Creativity and positive approaches to daily duties
11. Tolerance for Stress/Adaptability/Resilience/Reliability
12. Encourage and facilitate cooperation, pride, and trust and foster commitment to a team culture

**Unusual Working Conditions**

1. May be exposed to blood-borne pathogens, communicable diseases, potentially infectious materials, hazardous chemicals and unusual or maladaptive behaviors which may be potentially harmful

2. May be requested to assist in lifting, carrying, or moving individuals in a safe manner

3. May be faced with situation(s) requiring current skills in First Aid/CPR, crisis prevention and first response to disasters

4. Schedule may vary and include evening and weekend hours

This position description is not intended to be a complete and detailed description of your job.

\_\_\_\_

Employee's signature indicates this Date

document has been read and understood.

\_\_\_\_

Superintendent Date

*The Morrow County Board of DD supports the full intent and goals of equal employment opportunity and ensures that all employees and applicants will be afforded equal opportunities for appointment, promotion, training, career advancement and recognition without regard to race, color, religion, sex (pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability, genetic information and retaliation.*

TDrive/Business/PositionDescriptions/Records and Resources Specialist October 2025