

RECORDS MANAGEMENT SYSTEM (RMS) PROGRAM MANAGER

INTERNAL/EXTERNAL POSTING

2024 Annual Salary: Non-Represented Position

Proposed Pay Range: \$122,296 - \$148,653 Annual Salary

Submission deadline: 5 pm, Wednesday May 29, 2024

Description of position

As part of the Technical Services Division of South Sound 911, and under the direction of the Assistant Director for Technical Services, the Records Management System (RMS) Program Manager reviews, plans, organizes, and manages the capabilities and qualities of the RMS and associated systems or applications. The RMS Program Manager promotes use of RMS capabilities and elicits participation in RMS program planning.

Qualified candidates should have a strong understanding of records management practices, technologies, and agile software development lifecycle methodologies. Technical proficiencies with computer databases, such as Microsoft Access and SQL Server, that can be applied towards data analysis, business process modeling, and other advanced technologies are required. Position is key to developing and fostering relationships with stakeholders to identify and plan updates to RMS capabilities and qualities.

Please review the job description to understand the essential functions, required abilities, knowledge and expectations:

[RMS-Program-Manager-1.pdf \(southsound911.org\)](#)

Qualifications

Bachelor's degree with major course work in information systems management, business, public administration, or police science, and three years of increasingly responsible experience working in information technology systems preferably with public safety agencies. Additional related education or experience may substitute year-for-year for the requirements.

Position Consideration Process

Apply by submitting a letter of interest and resume to: HR@southsound911.org by 5 pm, Wednesday May 29, 2024. The letter of interest should include explanation of your interest in the position, years of experience, work assignments or projects, coursework or continued education and commendations.

Candidate submissions will be reviewed the week of June 3rd. Selected candidates will be invited to interview in mid to late June 2024. Specific Date(s) TBD.

Due to the confidential nature and demands of this position, candidates must possess an exemplary personal history and pass a background investigation, psychological evaluation and medical and drug screen as part of the pre-conditional offer of employment.

If you have any questions regarding this announcement, please contact Laura Lakowske @ 253-625-0813 or laura.lakowske@southsound911.org.