

Town of Sudbury  
POSITION POSTING

## Records Management Administrator

35 hours per week

The Town of Sudbury is seeking applicants for the position of Records Management Administrator in the Town Clerk's Office. This role is primarily responsible for creating and maintaining Vital Records, including Birth, Death and Marriage records, utilizing the State's Vitals Information Partnership (VIP) with the State Department of Public Health. Other duties include performing genealogical and other research of records for the public, issuing various departmental licenses and permits, posting meeting agendas, assisting with processing the annual town census, and with election/town meeting preparation and/or post-election/town meeting reporting requirements.

The ideal candidate for this position is a team player who is organized and detail-oriented with excellent communication and customer service skills. This position requires education/experience equivalent to a High School diploma and 1-3 years of experience in records management and/or municipal government; accounting experience helpful. Associate's degree or higher is preferred. Proficiency with MS Office, particularly Word and Excel, is required. Candidates must have a valid driver's license and be able to work occasional evening/weekend hours during elections and Town Meetings (with advance notice).

The full salary range for this position is \$45,924 to \$60,397 (FY26); starting salary based on qualifications. The Town currently utilizes a predetermined step system for annual pay increases. Sudbury also offers excellent benefits, including health, dental, life and disability insurance, flexible spending accounts, a pension and optional retirement savings accounts. For more information, including the full job description, visit <https://sudbury.ma.us/hr/>.

To apply, email your resume and cover letter to [jobs@sudbury.ma.us](mailto:jobs@sudbury.ma.us). This position is open until filled; apply by 5/12/26 for initial consideration. Contact Human Resources with questions: [hr@sudbury.ma.us](mailto:hr@sudbury.ma.us) or 978-639-3348.

*The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.*

**See complete job description below.**

## **RECORDS MANAGEMENT ADMINISTRATOR**

### **Position Purpose:**

The purpose of this position is to perform a wide variety of administrative duties in the Town Clerk's office, with a focus on creating and maintaining Vital Records, including Birth, Death and Marriage records utilizing the State's Vitals Information Partnership (VIP) with the State Department of Public Health. Perform computer applications and clerical work in maintaining and organizing all vital records for the Town Clerk's office; performs all other related work as required.

### **Supervision:**

*Supervision:* Performs varied and responsible functions of an administrative, clerical and often confidential nature, requiring, the exercise of judgment and initiative. Operates with a moderate to high degree of independence to interpret guidelines and carry out assignments independently, referring only unusual or technical issues to supervisor.

*Supervision Received:* Works under the broad supervision of the Town Clerk and Assistant Town Clerk, following department rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. Refers all questionable cases to supervisor.

*Supervision Given:* None.

### **Job Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. Work is performed with constant interruptions throughout the day.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment. Operates election equipment such as ballot tabulators, ballot boxes and poll pads.

Makes frequent contacts with the general public, public officials and offices, vendors, public schools, lawyers, other town departments, and other municipalities and funeral homes. Communication is by telephone, in person, and in writing by mail, email or fax. The employee has extensive access to confidential information.

Errors could result in delay or monetary loss, loss of service and legal repercussions.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Performs all administrative processes and procedures related to vital records management for the Town Clerk's office. Responsible for vital records creation and registration including births, deaths, marriages which must be registered in Sudbury and with the Commonwealth.

Maintains all vital records. Coordinator and principal operator of the online database Vitals Information Partnership (VIP), which streamlines and integrates the registration of vital events securely, across the Commonwealth and interfaces with hospitals, doctors, medical examiners and funeral homes; authorized as a burial agent for the town clerk's office, to certify burial permits and other vital records also through this sophisticated, highly confidential and secure system. Processes all requests for certified copies of birth, death, and marriage certificates as well as amendments.

Assists with processing annual town census & confirmation card returns, voter registrations, certification of nomination papers/initiative petitions, vote by mail applications and returned ballots as well as other functions assisting with election/town meeting preparation and/or post-election/town meeting reporting requirements. Maintains accurate voter records and files, utilizing the State's VRIS system. Some work on evenings and weekends during elections, early voting and town meeting is required.

Prepares "underground storage" letters and permits and collects the fees associated. Assists with the issuance of various other departmental licenses and permits, to include raffles, "Doing Business As" (DBA) certificates and dog licenses, Burial Permits and Cemetery Deeds.

Accountable for the accounts payable transactions for the office of the Town Clerk. Tracks financial transactions daily, weekly, and monthly and maintains the financial ledgers. Confirms monthly reports of balances with the Town Accountant. Compiles year-end report for submission by Town Clerk for Annual Town Report.

Performs seasonal and special projects including preparation of materials for elections and town meeting.

Accepts and records receipts of open meeting law packets, receipts of Conflict of Interest Law Summary and certificates of Online Ethics training and records these filings in compliance with State Laws; performs genealogical and other research of records for the public. Responds to questions, requests for information and complaints from the general public, public officials, department heads and staff, in person and by telephone, tactfully and appropriately; makes referrals to supervisor as needed.

Additional duties may include maintaining list of elected and appointed officials, and the "In Memorium" list for for Town Meeting, maintaining a database of business certificates and coordinating the kennel licensing process, including communicating with Animal Control and reporting to the state.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Associates Degree preferred. Up to two years of related administrative experience and/or experience in municipal government; accounting experience helpful; or any equivalent combination of education and experience.

**Special Requirements:**

None

Knowledge, Ability and Skill:

*Knowledge:* General knowledge of the Federal laws, State statutes and Town bylaws relating to functions of the Town Clerk's Office is helpful. Working knowledge of office computer software programs and applications. General knowledge of records management.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, State agencies and the general public. Ability to communicate effectively in written and verbal form. Ability to maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to operate standard office systems.

*Skill:* Excellent customer service and interpersonal skills including the ability to interact tactfully and appropriately in person and on the phone, diffuse difficult situations and resolve conflicts; Sound judgment, decision making and analytical skills. Expertise and skill with computers, including Microsoft Word, use of multiple Access and state databases, and Microsoft Excel with spreadsheet applications, such as formulas & mathematical functions. Excellent written and verbal communication skills.

Physical Requirements:

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

Duties generally require the ability to exert moderate physical effort in sedentary to light work, but at times involve some lifting, carrying, pushing and/or pulling of common objects and materials such as paper, files and voting equipment of some weight (up to 30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Ability to stand, walk, sit, talk, listen and use hands to operate office equipment, including keyboard and calculator at an efficient speed. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details, numbers and complex documents and view computer screens. Tasks require the ability to communicate orally.

***(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)***