



AVP, Documents Management

Location: San Francisco, CA

Department: Enterprise Risk Management

Title: AVP, Documents Management

Salary Range: Salary commensurate with experience.

Purpose

Responsible for managing the Bank's documents management program. Provide expertise for technical planning, building, and supporting Bank-wide documents management solutions. Ensure Bank compliance with all applicable laws, regulations, and policies.

Major Accountabilities

- Direct the development, implementation, and management of the Bank's documents management program, which encompasses all electronic and paper-based information and documents.
- Manage the recommendations of policies and practices that comply with legal, regulatory, and Bank requirements and recommend and define technical and procedural solutions for the Bank. These includes functional and technical specifications, budget estimates, and implementation project plans for electronically stored information (ESI), such as e-mail archiving or file search capabilities as.
- Maintain up-to-date knowledge of all legal, regulatory, and best practice aspects of document management processes and procedures as they relate to the Bank. Ensure compliance with federal and state law, financial and regulatory accountabilities, and Bank policy and procedures.
- Analyze and evaluate documents management throughout the Bank and recommend cost-effective improvement strategies; promote and foster systematic and efficient documents and electronic management initiatives.
- Manage on-site/off-site records and media storage.
- Identify documents eligible for destruction and oversee destruction in accordance with Bank policy; cease destruction when litigation or legal hold is initiated.
- Develop and conduct training in sound documents and electronic management practices for employees.
- Establish working relationships with business units to ensure compliance with documents management program and to identify areas for enhancement.
- Develop and support, and provide guidance and leadership to, all Bank staff.
- Ad hoc responsibilities as needed.

Skills/Knowledge

- Bachelor's degree in Business, Library/Information Science, or a related field, or equivalent work experience, is required. Certified Records Manager (CRM) certification or equivalent experience strongly preferred.
- Seven years or more of experience directing documents management department, preferably in the financial services industry, is required. Experience should include developing, implementing, and managing a documents management program, writing policies and procedures, and evaluating documents management systems.
- Minimum of four years of management experience is required.
- Minimum of four years of financial services experience, preferably in a bank or savings institution or a highly regulated industry, is highly desired.

- Minimum of four years of experience with document management-based application systems is required (e.g., Prolog, etc.). Proficiency in Microsoft Word, Excel, and Outlook is also required.
 - Strong knowledge of document retention and archiving applications for e-mail, instant messaging, online databases and network file services and related solutions for archiving, search, retrieval, and disposition of ESI is required.
- Must have prior experience working with legal and regulatory requirements and practices impacting records and information management across multiple business functions.
- Must have strong interpersonal, communication, and presentation skills for interaction with all levels of Bank staff.

Apply directly at: http://www.mycompas.com/fhlbsf/FHLBSF_careers.aspx

The Federal Home Loan Bank of San Francisco is an Equal Employment Opportunity employer and is committed to a diverse workforce. We value and actively seek to recruit, develop, and retain individuals with varied backgrounds and experiences reflecting the full diversity of the communities that we serve. It is the policy of the Bank to comply with all applicable laws concerning the employment of persons with disabilities.