



Records and Information Governance Manager – Baton Rouge

One of the region's leading law firms is seeking a dynamic, innovation-driven professional to join its growing management team. The Baton Rouge-based Information Governance and Client Records Manager will work with attorneys, paralegals, legal assistants, and staff to develop, implement, and continuously improve the organization's processes, procedures and controls which manage and govern information and client records throughout their legal lifecycle. The Manager will interact with all facets of the law firm in all offices (Baton Rouge, New Orleans, Houston, Shreveport, and Lake Charles). The successful candidate will enjoy a rewarding career opportunity in the legal industry, while helping achieve compliance with evolving law firm standards and regulations. Experience working in Information Governance (IG) and Records Information Management (RIM) issues is preferred, but not required.

Job Duties & Responsibilities:

- Working collaboratively with Firm Management, this position will help develop a strategic plan for a Records and Information Management (RIM) program using best practices to support and achieve long-range Firm goals
- Continually assesses industry standards and improvement programs through attendance at leading IG and RIM conferences, and make recommendations for updates and modifications as needed
- Collaborate with practice group leaders, practice group members, client teams, and firm service departments to encourage business process improvement opportunities, and RIM utilization
- Develop RIM policies and procedures and implement compliance monitoring systems
- Establish RIM program methodologies for the management of information in electronic and digital formats
- Partner with the firm's robust Technology Team to develop best practices and procedures related to managing electronic information repositories

- Provide programs, information, and training to all levels of attorneys and staff within the firm
- Communicate, market and promote the RIM program throughout the firm using creative ideas, energy and enthusiasm
- Develops departmental capital and operating budgets and monitor and control expenditures
- Oversee operations and functions of the Records Department which includes, but not limited to: (1) Oversees the Conflict of Interest Reports; (2) Oversees New Business Intake Process; (3) Oversees the management of the life cycle of the record
- Empower attorneys and staff through leadership and training to maximize potential of the RIM professional
- Lead team by coaching, mentoring and resolving problems to support operations, articulate goals, recognize individual achievement and facilitate and encourage continuing education and development of the team
- Respond to requests for information and work with the Firm's General Counsel and Chief Records Officer to ensure all legal and ethical obligations are met
- Manage and maintain the records and information management disaster preparedness and business continuity program
- Work alongside the Chief Technology Officer in responding to data security issues and provide oversight to incident response team as needed

Job Requirements & Qualifications:

Candidate should have a Master's or Bachelor's degree in Business Administration, Library Science, Information Technology or a related field; a minimum of 5 years' experience in Information Management, compliance, legal privacy, data protection, or related area; hold a Certified Records Manager (CRM); Certified Records Analyst (CRA); or Records Information Management (RIM) Certification or currently in the certification process; possess a strong technical background with excellent computer skills including proficiency in Microsoft Outlook, Word and Excel along with experience managing staff is required; and be proficient with Records Management Systems, preferably Aderant (CMS), knowledge of document management systems such as FileSite (iManage) highly-desired.

Knowledge, Skills and Abilities:

Candidates should have leadership, creativity, and the ability to collaborate with highly motivated people; the willingness to enhance job knowledge and career opportunities by participating in educational seminars, conferences, and professional organizations relative to

Information and Records Management in the legal profession; solid project management, process improvement, analytical and presentation skills; the ability to communicate clearly and effectively, in face to face interaction with others, and in writing; the ability to lead others effectively in a cooperative, enthusiastic manner to complete projects and to reach established goals; flexibility when met with challenges while still pushing forth the strategy necessary to improve and streamline processes; the ability to organize and prioritize work in a dynamic and complex environment; must be able to lift and move up to twenty-five pounds at times; travel required to all offices.

Kean Miller provides its employees with highly competitive salaries and benefits, a great work environment, stability, generous paid-time off, and a 401k plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and salary reviews.

Qualified candidates please send cover letter and resume to mary.coghlan@keanmiller.com. All inquiries will be kept confidential.