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New Book Provides Organizations with Job Description Guidelines for Records Management

Well trained, reliable employees play a major role in the success of any organization, especially when they're responsible for managing one of the organization's most important assets: its records and information. Fortunately, finding the right person with the right skills has gotten a whole lot easier.

It starts with the job description, the first step to finding the right candidate. ARMA International's new book, *Job Descriptions for Records and Information Management*, is the perfect place to start.

Job Descriptions for Records and Information Management is a guide for hiring managers and human resources departments involved in creating effective job descriptions. It is to be used as a guideline for records and information management (RIM) positions and can be adapted to fit each individual organization's needs.

This new publication contains descriptions that are based on ARMA International's [Records and Information Management Core Competencies](#). The RIM core competencies define the skills and knowledge needed to successfully manage an organization's records and information. A combination of these two resources is a sure way to create descriptions that will result in the hiring of excellent information management employees for any organization.

For more information or to purchase *Job Descriptions for Records and Information Management*, visit the ARMA International bookstore at www.arma.org/bookstore.

About ARMA International

[ARMA International](http://www.arma.org) (www.arma.org) is a not-for-profit professional association and the authority on managing records and information. It is known worldwide for setting [standards and best practices](#), and for providing comprehensive education, publications, and information on the efficient maintenance, retrieval, and preservation of vital information created in public and private organizations in all sectors of the economy. Formed in 1955, ARMA International is the oldest and largest association for the [records and information management profession](#) with a current international membership of more than 11,000. It also publishes the award-winning [Information Management Journal](#).

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