



Job Title: <u>Public Records Specialist</u>		Job Number: 1330
Job Classification: <u>Professional / Technical</u>		<i>Physical Type #1</i>
Reports to: City Secretary	Department: City Secretary's Office	Pay Grade: 120 Exempt

PRIMARY DUTY: Under supervision, Public Records Specialist analyzes, processes and responds to public records requests submitted to the City, in compliance with State law, rules of the State Attorney General, and the City's ordinances and policies. The Public Records Officer, in coordination with the City Attorney's Office, evaluates whether any record or part of a record is exempt, redacts records, and prepares appropriate redaction and exemption logs. The Public Records Specialist will plan, coordinate and supervise the official records management system for the City, input official records into appropriate records systems; develop and implement procedures, guidelines and controls for storage, retrieval, tracking and filing of active and inactive records; ensure records are maintained and destroyed according to State guidelines; provide for the proper archive and storage of City records; and ensures compliance with laws, rules and regulations related to assigned areas.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plan, coordinate, and oversee the records management program for the City.
- Receive, process and respond to requests for public records.
- Maintain public records request tracking system to monitor timely review and response from departments.
- Review responsive records for exempt information and apply redaction prior to release.
- Prepare and maintain appropriate redaction and exemption records.
- Review email archives for email communication response to requests.
- Develop and implement procedure, guidelines and controls for storage, retrieval, tracking, and filing of active and inactive records; ensure records are maintained and destroyed according to the adopted Records Retention Schedule.
- Perform file management functions to ensure compliance with public records retention schedules.
- Creates indexes for internal and external use for easily finding of records.
- Maintain knowledge of changes in law and legislation regarding records management and public information requests; update staff in response to changes.
- Provide regular and ongoing consultation, training, and direction to other departments on the requirements of the Public Information Act, records retention polices, and related City policies.
- Serves as information consultant by coordinating with departments and elected officials.
- Work closely with IT to retain, produce, and dispose of electronic records; manages record specific software and applications for the City.
- Identify endangered materials and propose a plan for preservation.
- Research grant sources and writes grants.
- Develops, collects, and analyzes and maintains statistics.
- Assists with the preparation and the developmental budget, the purchasing of supplies along with support in the life cycle of records.
- Troubleshoot potential problems and making recommendations for process improvements or efficiencies in record conversion projects, record management technology and electronic records management systems.
- Understanding and maintaining legal hold requirements and releases.
- Maintain professional memberships and attend annual Public Information Act Training.
- Ensure public information request procedures and other relevant information is current on the City's Website and any other place in which the City posts public information.
- Performs other related and assigned duties as required.

- Facilitate and schedule records management meetings.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City organization, operation, policies, and procedures. Municipal government functions, political environments, and confidentiality standards.
- State and federal rules, regulations covering municipal government, open records, public information, records management, elections, open meetings, and administrative law.
- Open Government and Public Information State Statutes.
- Principles and practices of the Public Information Act, record keeping, records retention and records management and of record keeping, records retention, and records management.
- Extensive knowledge of modern office practices, procedures, equipment, and software.
- Professional standards for business correspondence, writing, spelling and grammar.
- Customer service standards and protocols.

Skill in:

- Organizing work independently on multiple assigned tasks/projects, complete assignments within specified deadlines,
- Maintaining composure, and direction and working effectively in a high-pressure environment with changing priorities.
- Demonstrate skills critical for success including sound judgment, critical thinking, ethical behavior, initiative, decisiveness, flexibility, and planning.
- Maintaining the highest degree of confidentiality.
- Researching, studying and applying new information. Dealing tactfully and courteously with the general public and others seeking information about City functions and activities.
- Establishing and maintaining cooperative and effective working relationships with public officials, City staff, and the general public.
- Operating a personal computer utilizing specialized software and entering information into a computer system with speed and accuracy.
- Closely following verbal and written instructions and procedures.
- Communicate clearly and concisely, both orally and in writing, with tact and courtesy.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Business, Public Information, Public Administration, Project Management, Information Management or a related field is required AND three years of records management, municipal or public information/open records experience; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.

- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- The visual acuity requirements including color, depth perception, and field vision:
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
 - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; with some travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number