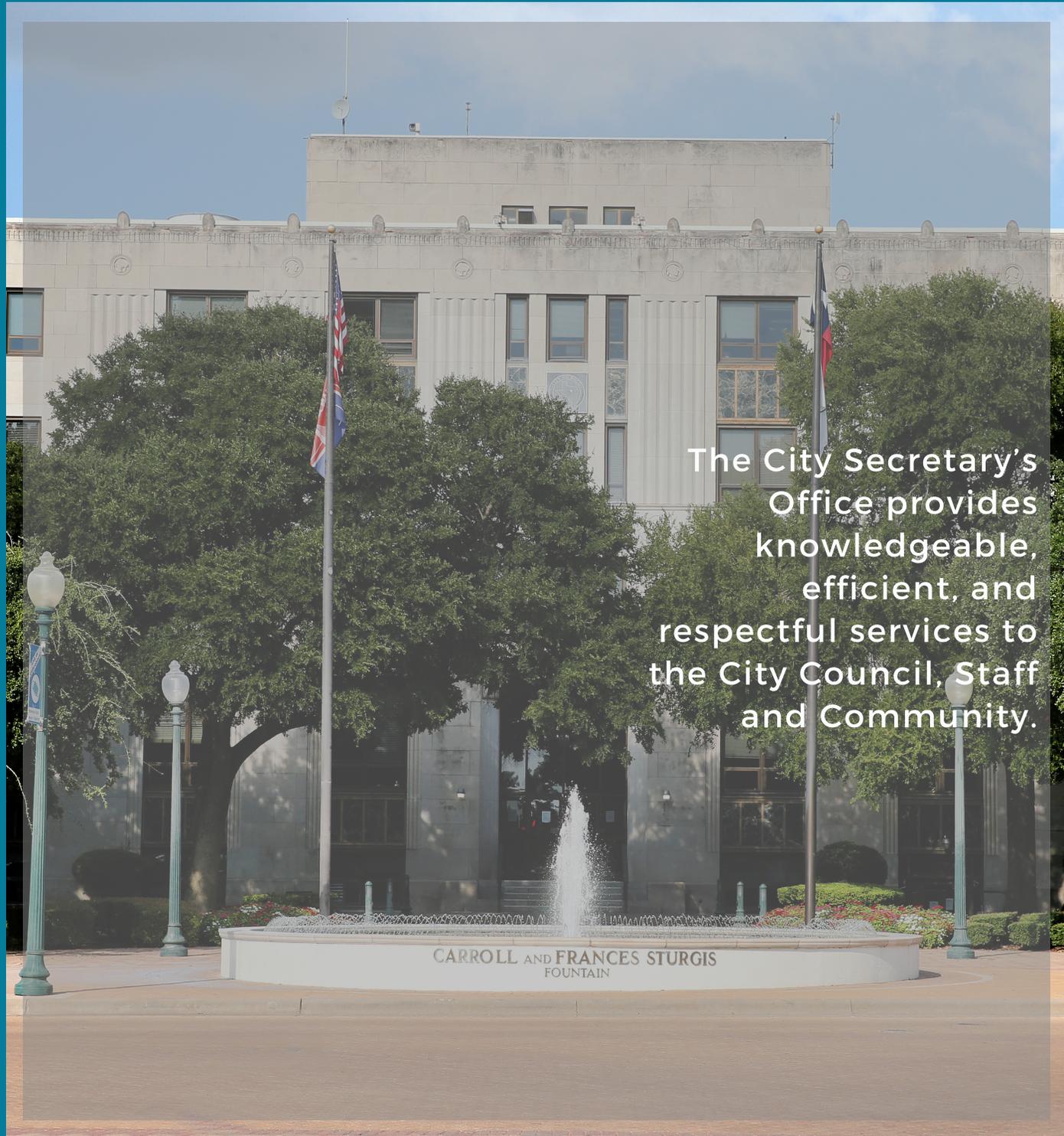




WORK FOR WACO

Impact the Future

NOW HIRING
PUBLIC
RECORDS
SPECIALIST



The City Secretary's Office provides knowledgeable, efficient, and respectful services to the City Council, Staff and Community.

CARROLL AND FRANCES STURGIS
FOUNTAIN

WORKING FOR THE CITY OF WACO

Our Vision

Our home: where everyone belongs and thrives while moving forward together.

Our Mission

To provide exemplary municipal services for citizens and visitors in a collaborative and transparent manner while honoring the public's trust.

Our Values

Provide excellent and innovative services.
Promote equity and inclusion in all we do.
Focus on teamwork.
Invest in people.
Do the right thing.

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The City of Waco provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other legally protected status under applicable federal, state, and local laws. We are a drug and smoke free workplace. We offer a competitive compensation & benefits package.



The Public Records Specialist will:

- Work independently and effectively in a high-pressure environment with consistent changing priorities while striving to complete daily assigned tasks.
- Interact with Council, Management, Staff and the public courteously and tactfully.
- Be responsible for providing record information within the cities policies and procedures all while exercising the highest degree of confidentiality.
- Understand and maintain legal hold requirements and releases.
- Serve as an information consultant and training authority who provides direction regarding record retention.
- Develop, collect and analyze and maintain statistics while also writing and researching grants.
- Be responsible for Identifying endangered records and propose plans for preservation.
- Oversee the Records Retention Schedule and follows the guidelines of retrieval, tracking and filing of active and inactive files.

