

City of
EDMONDS
Washington

PUBLIC DISCLOSURE & RECORDS MANAGEMENT SPECIALIST

Department:	City Clerk	Pay Grade:	NE-9*
Bargaining Unit:	AFSCME	FLSA Status:	non-exempt
Revised Date:	November 2012	Reports To:	City Clerk

POSITION PURPOSE: Under administrative direction, oversees and coordinates the public disclosure functions for the Division; serves as point of contact for all public records requests; coordinates responses to requests and ensures production of requested records are consistent with established City policy and guidelines.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the public disclosure functions for the City Clerk's Office.
- Serves as point of contact for all public records requests and ensures timely and appropriate responses to requests.
- Coordinates the production of records and information associated with public records requests.
- Oversees on-site viewing of records or provides copies of requested records to fulfill requests; maintains records of all public records requests and responses to such requests.
- Provides consultation and direction to other departments on the requirements of the Public Records Act and related City policies.
- Trains City staff on public records requirements, retention schedules and proper maintenance and prepares, maintains and reconciles indexes and inventory tracking systems for Division records.
- Coordinates timely and appropriate storage or archiving of Division administrative and electronic records.
- Coordinates efforts to ensure all Division policies and procedures are adequately documented, updated and available for internal use and for public review as requested and serves as backup for other City Clerk clerical staff as needed.

Required Knowledge of:

- Functions, activities and responsibilities of the City Clerk's Office.
- Application of the Public Records Act and other related applicable federal, state and local laws and ordinances.
- Records management theories and practices.
- Document information research, practices and resources.
- Records management systems, techniques and technology.
- Record-keeping techniques.
- City organization, operations, policies and objectives.

JOB DESCRIPTION

Public Disclosure & Records Management Specialist

- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication principles and practices to include public relations.
- Research methods and report preparation and presentation.
- Modern office procedures, methods and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Conducting document and file searches in electronic and paper document filing systems.
- Working with technical staff to access records in electronic files formats from various storage systems.
- Analyzing, recommending, and implementing improvements to records management systems including managing record series, indexes and inventory control to enable efficient access.
- Preparing records for release using document imaging, photocopying and/or electronic file copies.
- Working effectively with a variety of individuals from diverse backgrounds.
- Preparing and maintaining a variety of records and files related to assigned activities.
- Meeting schedules and legal time lines.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with others.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates' Degree in Business Administration, Office Management or related field and three years of experience in records, archives or document management that includes direct experience performing public disclosure coordination functions for a public agency or similar; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

May be required to obtain a Records Management Certification within a specified period of time after hire.

Must be able to successfully complete pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment
- Constant interruptions

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operate a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.

JOB DESCRIPTION

Public Disclosure & Records Management Specialist

- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____