



# PUBLIC RECORDS SPECIALIST

Classification: Professional-Technical Level 3

Location: District Office

Report to: Executive Director of Human Resources

FLSA: Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

## **Part I: Position Summary**

Public Records Specialist is generally responsible for the management of the public records function for the district and works as a recognized specialist and resource to district administrators and school staff. Acts as the point of contact for public records requests and inquiries related to public records. The Public Records Specialist is responsible for communication, research, collection, review, analysis, exemption and processing of all public records requests, ensuring compliance with the Public Records Act and other federal and state statutes. Provides legal support to schools for subpoenas of student records and coordinates responses. Provides analytical and administrative support to Executive Director of HR as needed for the oversight and management of district legal services.

## **Part II: Supervision and Controls over the Work**

Public Records Specialist works independently and generally exercises oversight of the public records function under the direction of the Executive Director of Human Resources. Employee is expected to take initiative to research, develop, and implement work processes and procedures. Work results may be subject to limited review and are evaluated through overall performance, reliability, timeliness, and program assessment. Supervisor is available in unusual or unprecedented situations.

## **Part III: Major Duties and Responsibilities**

1. Receives, logs, and provides timely and appropriate responses to public records requests received by the district. Communicates with a diverse group of requesters to seek clarification, provide the fullest assistance, provide the timeliest possible action, and provides reasonable timeframes for a response.
2. Conducts research for complex requests and unusual circumstances. Collaborates with district administrators and school staff to aid in the production of records. Analyzes scope and concurrent management of multiple requests and competing priorities.
3. Maintains current knowledge of the Public Records Act and applicable regulations/case law. Maintains a public records log, tracking system and performance measures to substantiate compliance with district policies, Public Records Act requirements, and State Attorney General's Office model rules.
4. Provides support to school staff for subpoena duces tecum and other legal matters related to student records and coordinates responses.

5. Utilizes a wide variety of software applications to perform various functions including; email archive searches, redaction of various records including PDF's, emails, images, and videos; creating complex spreadsheets for data analysis; preparing presentations for district administrator trainings; creating and editing department legal newsletter; and creating a wide variety of communications and materials.
6. Gathers and analyzes data and develops and maintains a variety of performance metrics on district public records costs, staff time, and response time, and reports annually to the Joint Legislative Audit and Review Committee (JLARC) in compliance with state laws.
7. Provides guidance and training on public records and student records policies and procedures and consults with district staff on the requirements of, and compliance with, the Public Records Act and applicable policies and procedures.
8. Provides analytical and administrative support to General Counsel as needed for the oversight and management of district legal services.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interactions successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree in a professional area of study and five years progressively responsible experience.
3. Experience managing or performing a public records program requiring complex planning and coordination.
4. Advanced knowledge of the Public Records Act, Attorney General's Office Model Rules, and other federal and state statutes applicable to public records and school districts.
5. Strong project management skills and ability to manage assignments characterized by substantial breadth and scope and control concurrent management of multiple and competing priorities.
6. Excellent oral and written communication skills.
7. Strong analytical and problem-solving skills.
8. Ability to work effectively in an environment that can be subject to numerous interruptions and shifting priorities.
9. A high level of accuracy and attention to and management of detailed information.



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### **Part V: Desired Qualifications**

1. Bachelor's degree in a professional area of study.
2. Specific knowledge and experience in managing school district public records.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment 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.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.