



<b>CLASSIFICATION TITLE:</b> Police Public Records Supervisor	<b>JOB NUMBER:</b> 7227	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Police Professional Staff Manager	<b>PAY GRADE:</b> 19	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs difficult skilled administrative support work fulfilling police public records requests. Supervises police public records requests of assigned personnel to ensure they are processed in accordance with state/federal law and established city policies and procedures, and related work as apparent or assigned. Work is performed under the limited supervision of a Police Professional Staff Manager or designee ("supervisor"). Continuous supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Responsible for day-to-day administration of police public records processing under the Washington State Public Records Act (Ch. 42.56 RCW), including full cycle processing of all police public records requests. This position will perform public records processing and supervise public records processing of Police Public Records Specialists. Collaborates with the City's Public Records Officer to ensure the City's compliance with the Washington State Public Records Act.
- Receives, logs and processes police public records requests in accordance with state/federal law, city policies and direction of the City Attorney's Office. Communicates and provides assistance to requestors by clarifying and prioritizing elements of the request, determining timeframes for response, and tracking correspondence via our public records platform. Coordinates with the City's Public Records Officer and/or the City Attorney to reasonably interpret complex records

requests. Provides third-party notification to affected parties as required or appropriate to ensure the proper balance between meeting public disclosure obligations and safeguarding privacy and confidential information.

- Coordinates, reviews, and analyzes the collection and compilation of responsive police records. Some of the records may contain graphic images and potentially disturbing information.
- Conducts research and analysis to determine if collected records are exempt from production, and consults with the City's Public Records Officer and/or the City Attorney as appropriate for proper redaction in accordance with state and/or federal law.
- Supports the City Attorney's Office in deployment of the citywide records management program. Participates in the development of policies, procedures, and training materials consistent with the Public Records Act, and trains and updates staff as appropriate.
- Coordinates, directs, and monitors the activities of Police Public Records Specialists, to include planning, preparing and devising work schedules, assigning duties, setting goals and objectives, delegating, and providing assistance and support.
- Ensures that Police Public Records Specialists are fulfilling all legal obligations under the Washington Public Records Act (Ch. 42.56 RCW). Evaluates work performance for acceptability and accuracy; works with assigned personnel to correct deficiencies; plans, coordinates and arranges for appropriate training of assigned personnel; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Administrative principles and practices, including program development, implementation and evaluation, project management, and supervision of staff.
- Applicable federal, state, and local laws, rules, codes and regulations related to assigned activities. Thorough understanding of the Washington State Public Records Act (Ch. 42.56 RCW).
- Governmental recordkeeping systems and related city, state and federal laws affecting the disclosure of information.
- Modern office practices, procedures, equipment, and computer use/application.
- Recordkeeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Techniques for providing a high level of customer service to the public, other agencies, and city staff.
- City organization, operations, policies, and objectives.

- Principles and practices of leadership and conflict resolution.
- Public administration principles and practices.

**Skills and abilities to:**

- Maintain confidentiality of sensitive materials and information.
- Demonstrate a full understanding of applicable laws, policies, procedures, and work methods associated with assigned duties, including but not limited to the Washington State Public Records Act, the exemptions and redactions allowed therein, and other applicable laws, and incorporate changes in the law as instructed by the City Attorney and/or the City's Public Records Officer;
- Train, supervise and evaluate assigned staff.
- Demonstrate strong organization and analytical skills with the ability to multi-task.
- Demonstrate exceptional attention to detail, good judgment, and adherence to deadlines.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little or no direction; set priorities and meet critical deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Research and prepare concise written and oral reports and maintain important records and documents. Comprehend and use of English effectively.
- Speak in public in a confident, articulate, and concise manner.
- Organize, develop, and maintain a network of productive, harmonious relations with officials, City Council, the City Manager's Office, department heads, city staff, and the general public.

**SPECIAL REQUIREMENTS**

- Valid driver's license.
- Complete CJIS Security Awareness Certification upon hire date and maintain throughout employment
- Obtain Washington State ACCESS Level 2 Certification within six (6) months and maintain throughout employment.
- Obtain Washington Association of Public Records Officers (WAPRO) certification within one (1) year of hire and maintain throughout employment.
- Pass a pre-employment background investigation.

**EDUCATION AND EXPERIENCE**

Associate's degree with classes in Public Administration, Political Science or related field and four (4) years of experience in coordinating and/or administering public records disclosure and retention, or equivalent combination of education and experience.

## COMPETENCIES

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).


### Authorization (for Archive)

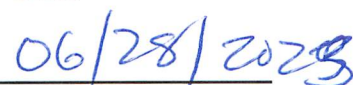
*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee, and is subject to change by the City as the needs of the City and requirements of the job change.*

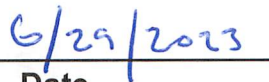
  
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 Human Resources Director

  
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 Department Head

  
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 City Manager or Authorized Designee

  
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 Date