



CLASSIFICATION TITLE: Public Records Officer	JOB NUMBER: 7223	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Attorney	PAY GRADE: 19	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled administrative support work fulfilling public records requests, ensuring citywide public records request processing, and managing municipal records in accordance with state/federal law and established city policies and procedures, and related work as apparent or assigned. Work is performed under the moderate supervision of the City Attorney ("supervisor").

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.

- Works collaboratively with the City Attorney on public records requests to ensure citywide compliance with the Washington State Public Records Act (PRA); responsible for day-to-day administration of the City's public records functions and citywide PRA compliance, including full cycle processing of complex and diverse public records requests as well as tracking public records data and performance metrics required for annual reporting.
- Receives, logs and processes 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 memorializing communications in writing. Coordinates with 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 documents, and redacts information as necessary in accordance with applicable laws and standards. Some of the records may contain graphic images and potentially disturbing information.
- Provides guidance to and collaborates with the Police Public Records Supervisor and department records officers to ensure the City's compliance with the Washington State Public Records Act.
- Manages litigation document production for the City Attorney's Office, including but not limited to discovery demands, subpoenas, and requests for information from administrative agencies; prepares litigation holds.
- In consultation with the City Attorney, reviews and implements legislative and case law updates on public records and records retention obligations under Washington law.
- Assists with the development of policies and procedures pertaining to the City Clerk's Office and City Attorney's Office.
- In coordination with the City Attorney or designated staff, provides and/or assists with training relating to compliance with public records disclosure laws, open government, and records retention/destruction.
- In the absence of the City Clerk, assumes the title/authority of Deputy City Clerk solely for the purposes of accepting service of claims, lawsuits, garnishments, petitions, complaints and subpoenas, attesting municipal documents, and clerking regular and/or special meetings of the Richland City Council.
- Responds to questions and concerns from the public; provides information as appropriate, and resolves public service complaints.

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, and project management.
- Applicable federal, state and local laws, rules, codes and regulations related to the assigned activities, including the Washington State Public Records Act (Ch. 42.56.RCW), the Open Public Meetings Act, and Preservation and Destruction of Public Records (Ch. 40.14 RCW).
- State and federal civil litigation discovery rules and procedures.
- 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.
- Principles and practices of leadership and conflict resolution.
- Public administration principles and practices.

Skills and abilities:

- 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.
- Effectively explain codes, rules, regulations, policies, and procedures to city staff and the public as necessary.
- Demonstrate considerable organization and analytical skills with the ability to handle simultaneous coordination of a variety of essential and high priority tasks.
- Demonstrate exceptional attention to detail, good judgment, and strict adherence to deadlines so as to prevent errors and avoid exposure to the City.
- 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 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

- Obtain WAPRO Certification within one (1) year of hire and maintain throughout employment.
- Valid driver's license.
- Obtain CJIS Certification upon hire date and maintain throughout employment.
- Pass a pre-employment background investigation.

EDUCATION AND EXPERIENCE

Associate degree with classes in Public Administration, Political Science or related field and five (5) years of experience in coordinating and/or administering public records disclosure and retention, or equivalent combination of education and experience.

COMPETENCIES

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 constantly requires using hands to finger, handle, or feel, repetitive motions, sitting, reaching with hands and arms, speaking and hearing; work occasionally requires standing, walking, and pushing or pulling; work occasionally requires exertion of up to 30 pounds of lifting and force, climb or balance, stoop, kneel, crouch or crawl,

working in high, precarious places; 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; 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.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date