City of Bellingham
Classification Specification

CLASS TITLE	**Records and Public Disclosure Coordinator**
DEPARTMENT	**Finance**
UNION:	**1937**
SG:	**109**
CS:	**Entry/Promotional**
FLSA:	**Y**
EEO/SOC CODE:	**AS/43-4031**

NATURE OF WORK:

Responsible for performing a variety of specialized coordination of City-wide public disclosure requests and records services at the Records Center. Works closely with City Departments to respond to public records requests, ensuring timely responses in compliance with state law. Responsible for the day-to-day operations of the Records Center including organization, cataloging, searching, scanning, and destruction of records. Develops, recommends and coordinates systems to facilitate efficient maintenance of the City's physical records. Works with departmental staff on physical records systems and related duties to ensure that City records are efficiently and legally maintained. Coordinates Citywide public records requests by working with staff and the public, ensuring compliance with public disclosure laws. Works under the guidance of the Deputy City Clerk in implementing and maintaining the City's records management and public disclosure programs.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Project Records Coordinator by its broader role in coordinating Citywide records and public disclosure requests, including day-to-day operation of the City Records Center. The Project Records Coordinator maintains records exclusively for the Public Works – Engineering Division related to engineering projects.

SUPERVISORY RELATIONSHIP:

Reports to the Deputy City Clerk. Works independently under general supervision and the guidance of applicable federal, state and local statues, regulations policies and procedures, including City records schedules and state public disclosure and records laws. Consults frequently with the Deputy City Clerk and City employees regarding physical records issues. May serve as lead on assigned projects, including assigning work to project team members, conducting analysis and outreach to other departments, and providing feedback.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs and coordinates day-to-day operations of the Records Center and related processes and functions. Ensures the security of the Center, integrity of systems, and protection of confidential records. Develops and documents procedures and training to ensure work is completed to a consistent standard. Assists with the design and implementation of the document management system for the Records Center.

2. Coordinates the City's response to public disclosure requests under the Public Records Act (Chapter 42.56 RCW) to ensure compliance with all legal requirements and applicable City policies under general direction of the Deputy City Clerk and Legal Department. Receives and reviews requests; tracks requests and responses; coordinates with staff in all City departments to locate responsive records; reviews records prior to disclosure for exempt information as needed; redacts exempt information in accordance with applicable exemptions; prepares necessary exemption logs; and communicates with requestors to finalize the City's responses. Stays apprised of legal requirements related to the Public Records Act.

3. Identifies, plans, organizes, and establishes processes to complete records projects. Researches, analyzes, scans and destroys records. Resolves complex storage, accession, retention, and destruction problems. Arranges for transfer of archival materials to the State Archives.

4. Trains City staff responsible for department records in records management concepts and public disclosure policies, procedures and systems to promote optimum use of records systems and the Records Center. Responds to questions and resolves problems with department records systems, workflow, and the physical organization of records. Advises departments regarding records retention.

5. Provides records program services and coordinates program activities with departments. Analyzes and classifies department records and researches and analyzes information in relation to other departments and systems. Audits and evaluates records systems to determine condition, needs, compliance, technical changes, and progress toward records management goals. Works with departments to design new or modified systems and recommend media. Designs complex forms.

6. Conducts records and information searches at the Records Center for department staff and the public. Assists the public by directing requestor to the appropriate program, website, or staff member. Develops an understanding of Citywide essential records and the relationships between departments.

7. Tracks metrics for public records reporting, including the Joint Legislative Audit and Review Committee annual report.

8. Stays up to date on developments in public records management and disclosure related fields.

ADDITIONAL WORK PERFORMED:

1. Serves as backup coverage for mail services as needed.

2. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Skill in:
- Customer Service
- Interpersonal sensitivity for working with the public and variety of City employees.
- Problem solving, assertiveness, and decision-making.
- Effective oral and written communication.

Knowledge of:
- Records management principles; Public Records Act and ability to apply principles to City records.
- Municipal master file plan, procedures and methods of records indexing and storage.
- Systems and mediums on which information may be created and organized including paper, forms, microfilm, and document management applications.
- City and departmental policies and procedures.

Ability to:
- Interpret and apply program information in making work decisions and provide program information to others.
- Research, interpret and apply State public disclosure and records laws and State approved retention schedules.
- Manage Records Center systems.
- Communicate effectively and lead meetings to present information to groups.
- Facilitate problems resolution and coordinate projects across department lines.
- Develop effective interpersonal relationships, establish and maintain credibility and persuade.
- Train, monitor, and guide City employees in records management, public disclosure processes, and use of the Records Center.
- Maintain confidentiality of information.
- Provide security and protect the integrity of City records.
- Research records and information within the historical context of department development, for overall comprehension of the organization and its changes, as well as current functions.
- Read, understand, interpret and apply a variety of procedural manuals and regulations.
- Plan and organize effectively, and exercise independent judgment.
  Work accurately and thoroughly with repetitive information and maintain attention to detail.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Move and transport boxes weighing up to 50 pounds;
  - Position oneself to inspect and retrieve items at and above ground level with the use of ladders;
  - Remain stationary for long periods of time;
  - Work in confined spaces;
  - Operate a motor vehicle, office equipment, mail equipment, computers, and various computerized devices.

WORKING ENVIRONMENT:

Work is performed in a combination of office environment and records storage rooms. Employee is subjected to dusty conditions. Frequently visits other City offices and records storage areas. On occasion travels to State Archives Regional Center.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years progressively responsible experience maintaining records systems for a multi-department organization (medium-size city comparable).
- Experience with word processing, spreadsheets, or data base records management and public records software required.
- Experience with GovQA, OnBase and/or public records software preferred.
- Specialized training in records management or Public Records Officer certificate preferred.
- Post secondary records management training desired.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, local background check, and fingerprinting. Subject to re-check every five years.
- Complete and maintain the Criminal Justice Information Services (CJIS) Security Awareness Certification within three months of hire.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire; with periodic submission of driving abstract per City policy.

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