



Lewis County Employment Opportunity

Department: **Risk**

| Position: **Public Disclosure Manager**

Who may Apply: **All Qualified Applicants**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 25: \$4,728 – \$6,358 (DOQ)**

Posting Opens: **March 6, 2017**

Closing Date: **March 24, 2017 @ 4:00 PM**

DEPARTMENT / OFFICE

This position is in the Lewis County Risk Management Department
351 NW North St, Chehalis WA.

POSITION SUMMARY

Reports to the Risk & Safety Administrator; under limited supervision, manages the release and coordination of the county's public disclosure records (PDR) request and information management program to include development, implementation, administration, and maintenance of this program. Establishes overall direction; and in conjunction with the Information Technology (IT) Services, plans, develops and implements electronic records software and records search components of other electronic information throughout the County. See www.lewiscountywa.gov/jobs for complete job description and requirements.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources Department
351 NW North St.
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

NOTE:

The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of education as required**

TESTING

Applicants that qualify for the interview process will be required to fill out a pre interview questionnaire and have computer testing.

All application materials must be received in the [Human Resource Department](#). Late applications will not be accepted. Applications may be emailed to daleyn.coleman@lewiscountywa.gov or faxed to [360-740-1494](tel:360-740-1494).

MINIMUM REQUIREMENTS

Bachelor's degree in Public Administration, or Information Sciences, or Business or, a related field; AND Five (5) or more years of professional related experience in public disclosure management including management of automated and manual retention /preservation processes.

Washington public records officer certification (WAPRO.)

A valid Driver's License is required.

Successfully passing criminal background check.

Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.
