



JOB DESCRIPTION

PUBLIC DISCLOSURE MANAGER

Job Title: **Public Disclosure Manager**

Job Code: **RR103**

Pay Grade: **25**

Effective Date: **March 2017**

FLSA: **Exempt**

Revision Date: **March 2017**

NATURE OF WORK

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.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs PDR activities and functions for the County; serves as subject matter expert in PDR including database management, PDR tracking and assignments, and data development and analysis.
- Oversees the development of new or updated protocols, policies and procedures for information collection and documentation to improve fulfillment processes.
- Maintains and ensures the integrity of the County's request process by coordinating with offices and departments.
- Ensures that request projects meet objectives by planning all request phases; works with user departments and outside agencies to develop timelines of requests; analyzes progress of request; recommends and coordinates corrective actions; evaluates trends, anticipates problems, and reports on performance and status of requests.
- Assess records request for email queries and conducts email queries.
- Reviews and redacts records in accordance with Washington State law.
- Researches, evaluates, and assist implements, in coordination with IT Services, the development, modification, and upgrade of the County's information infrastructure, computer systems, and/or related equipment. Trains and coaches County staff in program usage.
- Works with legal counsel when necessary.
- Reviews the work of assigned staff to ensure the work quality and timely completion of assigned duties and responsibilities.
- Provides for the preservation, maintenance, and retrieval of essential archival, and permanent records.
- Manages budget preparation and administration of the public disclosure management and archival system; approves requests for software, supplies and equipment; monitors and controls expenditures; compiles and analyzes a variety of reports and usage statistics.
- Coordinates with the records manager in records retention.
- Prepares special and recurring reports and proposals for projects, hardware, software and other records development plans.
- Oversees county's compliance with PDR requirements.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment with frequent use of a personal computer and involves light physical demands; subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 35 pounds.

EMPLOYMENT STANDARDS:

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.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Knowledge of Washington State laws and rules of procedure related to public record laws.
- Project management planning principles, tools, and techniques.
- Ability to research and analyze complex information and prepare clear verbal and written reports.
- Principles and capabilities of computer systems, including networked environments and peripheral devices.
- Administration and maintenance principles of network operating domains, relational databases, and specialized software applications.
- Database systems integration, quality assurance procedures, and documentation of data sets.
- Database management principles, spreadsheet, word-processing and email programs.
- System access and security guidelines and procedures.
- Principles of administrative management, including personnel rules, strategic planning, budgeting.
- Windows interface and Microsoft Windows, Access, Word, Excel and Outlook are required.

Skills in:

- Analyzing complex request and legal requirements information systems problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Analyzing technical issues with electronic record management, evaluating alternatives and developing solutions based on findings.
- Managing multiple projects, and prioritizing multiple tasks and demands.
- Presenting information in public and interagency meetings.
- Monitoring and maintaining compliance with regulations governing the maintenance of records.
- Understanding and working with data from multiple public and private sources.
- Compiling, analyzing, and presenting of technical and statistical information in reports.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Administering and maintaining technical records and files.
- Establishing and maintaining effective working relationships with other agencies and other County employees.
- Communicating effectively verbally and in writing.
- Maintaining confidentiality.
- Training county staff on public records retention.