



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Open Records Coordinator</b>	<b>LAST UPDATED:</b>	May 1, 2014
<b>DEPARTMENT:</b>	General Government	<b>JOB CLASS:</b>	28
<b>REPORTS TO:</b>	Assistant City Secretary	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under direction of the Assistant City Secretary, the Open Records Coordinator is responsible for processing requests for public information for City staff, the public and other governmental agencies. The position works independently in a highly organized manner with reasonable supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Provides response to requests for governmental records within the time period mandated by the Texas Public Information Act and other state statutes.
- Coordinates the gathering of the requested information within all divisions of the City and disseminates requests to appropriate departments.
- Receives and reviews all requests for information and makes initial determination as to which requests require an opinion from the Office of the Attorney General, coordinating these requests with the City Attorney.
- Redacts or reviews redaction in confidential records before releasing documents to the public.
- Accesses charges for Open Records in accordance with State-established/published guidelines using accurate mathematical calculations.
- Performs electronic mail and file searches for records requests using Records and Information Management and E-discovery software and database systems.
- Administrator of the records request tracking software.
- Works closely with the Police Records Manager and City Records Coordinator to review court ordered expunctions requiring expunctions of electronic mail records.
- Works closely with Risk Management to stay informed of possible and pending litigation and legal holds on records that would require an Attorney General Opinion if requested.
- Responsible for cross-training backup staff in all records request processes and systems.
- Maintains and updates the City's Public Information Policies and Procedures in accordance with the Texas Public Information Act.
- Serves as point of contact with department liaisons and conducts training on open records processes.
- Composes, edits and types correspondence, memoranda, reports, and other documents using various word and data processing software requiring knowledge of rules of grammar and practices of document preparation.

### Other Important Duties:

- Notarizes official records and reports.
- May be required to work evenings and overtime.
- Travels to attend meetings, conferences and training.
- Issues alcohol permits pursuant to Texas Alcohol and Beverage Commission.
- Provides administrative support to division staff including handling routine correspondence, phone calls, mail distribution, daily cash deposits and assisting walk-in customers and citizens.
- Regular and consistent attendance for the assigned work hours is essential.

- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of the Texas Public Information Act.
- Knowledge of Texas Alcohol and Beverage Commission laws.
- Knowledge of business administration and advanced secretarial practices and procedures.
- Knowledge of computers and related equipment, hardware and software applicable to area of assignment.
- Knowledge of customer service practices and procedures.
- Knowledge of City management policies and procedures.
- Knowledge of City cash handling policies and procedures.
- Knowledge of research and report development of routine administrative issues including legal, financial and survey data.
- Skill in effective oral and written communications.
- Skill in independently prioritizing, tracking, and managing multiple projects, assignments and duties to comply with statutory and court-ordered deadlines with strong attention to detail.
- Skill in collecting, providing change and receipting monies.
- Skill in entering, retrieving, copying, tracking and storing department records, files and reports.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Ability to resolve customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Associates Degree in Business Administration or related field, **and** three (3) years advanced public information (open records) experience; one (1) year of which is in an administrative, customer service or secretarial role; **or** equivalent combination of education and experience.
- Required to possess and maintain certification as a Notary in the State of Texas.
- Preference given to individuals with previous legal administrative experience.
- Preference given to individuals who speak fluent Spanish and English.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing files and records, stocking office supplies or informational packets.
- May be exposed to hostile or angry citizens and defendants.
- Must be able to lift up to 20 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio and other standard office equipment.

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*Approved By:*

Signed by Wendy Withers, Assistant City Secretary  
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*Wendy Withers, Assistant City Secretary*

05/02/2014  
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*Date*

  
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*Shannon Allyn, Human Resources Generalist*

05/02/2014  
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*Date*