

CITY OF IMPERIAL**JOB DESCRIPTION****PUBLIC RECORDS ANALYST**

Range 78 MSPC Salary Schedule
Professional Classification
Full-Time Exempt
Department: City Manager's Office

DEFINITION:

Under the direction of the City Manager's Office, Public Records Analyst organizes responsive documents, reviews and redacts exempted information prior to releasing records. The work requires the analyst to establish and maintain an understanding of City's functions, positive working relationships with City contacts, and accommodations to help record holders with locating and collecting records. Public Records work requires the analyst to work with requesters to clarify requests for records, define the scope of searches, gather data related to a request and propose solutions that balances the public's right to access records against personal privacy rights and other confidentiality considerations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- This position requires timeliness, the ability to frequently reset priorities, and organize and communicate information to and from multiple sources, including department managers, campus counsel, and others.
- Incumbent will serve as support for office initiatives and activities including scheduling, training, document scanning, and other general office duties.
- Applies professional concepts to conduct analytical studies or projects of moderate scope and complexity to address a variety of policy, research and procedural issues.
- Fully analyzes issues and problems, gathers data and information, finds and evaluates alternatives and makes sound recommendations.
- Process, and respond to requests for records under the California Public Records Act (CPRA),
- The Public Records Analyst will correspond with requesters, track requests for records, and analyze the scope of the request to identify responsive records.
- Assist in maintenance and management of city council proceedings and other city records;
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Minimum three (3) years' experience in related field, preferably in municipal government
- Bachelor's Degree in business or public administration preferred and/or equivalent experience and training in records management

Licenses and other Requirements:

- California Driver's License

Knowledge and Abilities:

- Strong computer skills with proficiency in the use of the Microsoft Windows operating system and the following application programs: Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, electronic mail, and the Internet. Familiarity with Adobe Acrobat and the use of .pdf formatted files
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing. Ability to consistently maintain professional demeanor as a representative of the City of Imperial.
- Proficient in ability to use discretion and maintain all confidentiality. Ability to maintain and safeguard confidentiality of documents.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes with the judgement to seek assistance from the public records team to meet statutory obligations to provide timely access to records.
- Working knowledge of applicable policy analysis techniques. Ability to comprehend and apply State and Federal laws and City of Imperial policies related to information practices and public records. Ability to use knowledge of public records law, privacy practices City of Imperial policy and system wide guidance to collect and prepare information for use in discussions, meetings with colleagues and external constituents.
- Ability to communicate clearly and accurately with proper grammar to a diverse group of internal and external stakeholders.
- Effective interpersonal skills including the ability to work in a team environment and work collaboratively with coworkers and others; demonstrated ability to effectively use tact and diplomacy to solicit cooperation from individuals in a complex and diverse environment.
- Familiarity with City of Imperial administrative and academic organizational structure, mode of governance, general policies, procedures, and regulations preferred.
- Knowledge of parliamentary procedure such as Roberts Rules of Order and Rosenberg's Rules of Order.
- Knowledge and application of Ralph M. Brown Act, the Maddy Act, and other sections of the California Government Code.
- Knowledge of and experience with privacy and freedom of information (FOI) laws, such as the California Public Records Act, California Information Practices Act, Freedom of Information Act, Family Educational Rights and Privacy Act, and Health Insurance Portability and Accountability Act.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

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