



# Public Records & Administrative Specialist

## City of Kenmore

### SUMMARY

Under the direction of the City Manager, serves as the Public Records Officer (PRO) for the City of Kenmore and is the designated point of contact for members of the public in requesting disclosure of city records. Oversees compliance relating to the Washington State Public Records Act (RCW42.56), Model Rules (WAC 44-14), and the Public Records chapter of city code. Develops and administers public records request policies procedures. Performs a variety of confidential administrative support duties for the Department. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *General Duties*

- Manages and inputs information onto relational databases. Updates information and maintains data files. Accesses relational databases such as those for business transactions, planning, customer service requests, work orders, public works, and accounting to extract information and create standardized reports.
- Maintains and develops spreadsheets for budget tracking and other purposes.
- Compiles information from existing information systems and resources and reports. Organizes information to fit into requested formats. Prepares and maintains regularly required reports with established forms used by internal staff and external agencies.
- Receives, handles, and stores confidential information pertaining to the Department. Maintains confidentiality of private and sensitive information.
- Performs other duties as assigned that support the overall objective of the position.

#### *Tasks Specific to Public Records*

- Acts as the point of contact for public records requests. Analyzes, processes, and responds to requests for public records ensures that all state-mandated deadlines are met and to mitigate potential liability.
- Oversees city's compliance with the public records requirements pursuant to the Public Records Act (RCW 42.56) and serves as the subject matter expert for the city.
- Maintains current knowledge of Washington State Public Records Act and applicable regulations and case law through regular training and research.
- Coordinates the production of responsive records when public records requests cross multiple departments and when there is no obvious single point of contact.

- Identifies exempt information within responsive records to be withheld or redacted, and prepares appropriate redaction and exemption logs, consulting with city attorney as needed.
- Works closely with Information Technology to ensure operations are legal and consistent with the state mandated public records requirements, including assessment of technology tools used to track, log, redact, extract, capture and respond to public records requests and makes recommendations for improvement.
- Interacts professionally with City staff, stakeholders, and the public.
- Maintains various databases related to public records, including a public records log.
- Maintains a strong working knowledge of all software or electronic management systems used for gathering, redacting, and providing public records.
- Compiles public records requests data and prepares annual activity report to city manager and the Joint Legislative Audit and Review Committee.
- Ensures the confidentiality and integrity of information obtained while acting as a Public Records Officer.
- Maintains membership in Washington Association of Public Records Officers (WAPRO) and attend annual WAPRO training.
- Ensure public records request procedures and other relevant information is current on the City's website and any other places in which the City posts public information.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

- Working knowledge of codes, regulations, laws, processes, steps, special policies, practices, technicalities, and work methods for government functions.
- Working knowledge of, or ability to learn, federal, state and local rules and regulations relating to local government agencies, including, but not limited to the Public Records Act, (RCW 42.56), Public Record Act model Rules (WAC 44-14) and attorney client-privilege and work product doctrine.
- Knowledge of the public records retention and destruction process pursuant to RCW 40.14. Public Records Act coordination and compliance with other federal, state or local mandates for records access and controls.
- Attention to detail as well and ability to see the big picture
- Sufficient knowledge of and skill in English grammar and composition, to prepare routine correspondence in business and/or legal formats.
- Requires knowledge of and skill at using personal computers, common office productivity software, and databases to access and enter information including, but not limited to, Tyler InCode, Granicus, Cityworks, iWorq, and iCompass.
- Sufficient interpersonal skills to communicate standard yet technical information, to employ specific lines of inquiry, to resolve problems, and to maintain harmony in a work setting.

### Abilities:

- Ability to carry out the essential functions of the position.
- Ability to learn, interpret, and apply processes, codes, regulations, and laws pertaining to local government.
- Operate a personal computer and peripheral office equipment.
- Resolve customer service problems in a positive manner.

- Work cooperatively and proactively with customers.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Organize and prioritize work assignments to optimize service level.
- Ability to function primarily indoors in an office environment.
- Sufficient ambulatory ability to move about to office locations.
- Auditory ability to carry on ordinary and telephonic conversation.
- Near visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Manual and finger dexterity to write and to operate other office equipment.
- Ability to alternatively sit and stand for sustained period.

#### **Education and Experience:**

- The position typically requires a high school diploma and
- Three years' progressive experience in administrative support and customer service, preferably in a government setting or public service setting.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

#### **Licenses and Certificates**

- May require a valid driver's license.
- Public Records Officer certification through the Washington Association of Public Records Officer.

#### **ADDITIONAL INFORMATION**

- Work Environment – Work performed will primarily take place indoors in an office environment. Position will require periods of repetitive motion, standing and sitting.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening, or weekend meetings when necessary.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: City Manager**

**FLSA: Non-exempt**

City of Kenmore

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