

MAJOR FUNCTION

This is highly responsible, specialized work requiring administrative and technical expertise. This position is responsible for the daily coordination, collection, and delivery of requested records in compliance with the provisions of the Florida Public Records Act, Ch. 119, Florida Statutes. The work requires a thorough knowledge of the department/division's policies, methods, and procedures used in the fulfillment of requests, which is acquired through a combination of training and considerable on-the-job experience. Manages confidential and sensitive materials and maintains confidentiality thereof, to the extent permitted by law. Work is performed under limited supervision and requires independent initiative and sound judgement. Work is reviewed by administrative superiors through conferences, observation, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Maintains a thorough knowledge of the Florida Public Records Act, the Florida Government in the Sunshine Manual, and relevant case law. Ability to interpret, apply, and ensure compliance with state and federal laws regarding public records.

Maintains complete and accurate electronic-based files of public records requests using approved software systems and/or databases to input, route, track and coordinate the timely response of requests. Routes requests to applicable departments and expedites the flow of information between request participants. Continually tracks fulfillment of requests and prompts departmental record-keepers to locate and provide responsive records in a timely manner. Confers with departmental record-keepers to ensure responsive records are properly and irreversibly redacted prior to release. Prepares cost estimates and obtains deposits when required by agency policy. Notifies management when requests are not completed within the response-time goals established by the organization. Performs related work and filing as required. Seeks guidance from administrative superiors or legal counsel when circumstances warrant.

Communicates with requestors in a timely, effective, and professional manner. Communicates in a tactful and calm manner with a wide variety of internal and external parties, including elected officials, members of the City's senior leadership, and the general public, including persons or entities having an adversarial relationship to the organization.

Other Important Duties

Responds to inquiries from other public agencies relative to public records matters. Utilizes the agency's document management system to locate responsive records. Prepares and maintains departmental files and scans records accordingly. Performs legal research utilizing the Internet. Provides various office and research services for the City Treasurer-Clerk or Records Management Officer and prepare reports. Performs other work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Skills, and Abilities**

Thorough knowledge of Florida law and relevant case law pertaining to the public's right-of-access to agency records. Proficiency in utilizing the Florida Government in the Sunshine Manual, as published by the Florida Attorney General. Proficiency in performing legal research utilizing the Internet. Ability to establish and maintain an effective working relationship with superiors, associates, elected officials, departmental record-keepers, and external parties. Basic understanding of the city organizational structure, municipal government functions, and the functions and responsibilities of each city department/division. Ability to exercise sound judgment in analyzing situations and making decisions,

including escalating non-routine requests to management for input and direction. Ability to understand and carry out moderately complex oral and written instructions. Proficiency with written and spoken English, as demonstrated by use of correct grammar, spelling, and punctuation. Proficiency with Microsoft Office products. Ability to conduct basic mathematical calculations when preparing cost estimates and collecting and applying payments. Operates standard office equipment including a desktop computer, telephone, photocopier, document scanner, etc. Considerable ability to rapidly compose precise written communications to internal and external parties. Ability to use common redaction methods and software to apply irreversible redactions to records prior to public disclosure. Ability to multi-task and manage multiple comprehensive requests. Ability to plan and organize work conducive to full productivity in order to meet established deadlines.

Minimum Training and Experience

Possession of a bachelor's degree from an accredited college or university and two years of experience in a highly responsible administrative capacity or relevant experience in public records management, public administration, paralegal work, or a related field.

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