

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Public Records Officer  
**FLSA Status:** Non-Exempt  
**Salary Grade:** 530

**Department:** Legal  
**Reports to:** City Attorney

The City of Burien believes that each employee makes a significant contribution to our success. This job description outlines the scope, primary duties, and qualifications of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

Under the direction of the City Attorney, the Public Records Officer (PRO) oversees and implements the Citywide Records Management program. In compliance with the RCW 42.56, Model Rules adopted by the Washington State Attorney General, and the City's ordinances and rules, the PRO analyzes, processes, and responds to public records requests submitted to the City. The Public Records Officer, in coordination with the City Attorney's Office, evaluates whether any record or part thereof is exempt, redacts records as necessary, and maintains appropriate redaction and exemption logs.

**Essential Functions**

- Plan, coordinate, and oversee the records management program for the City.
- Receive, process, and respond to requests for public records in compliance with the PRA, RCW 42.56.
- Maintain public records request tracking system to monitor timely review and response from departments.
- Review responsive records for exempt information and apply redaction prior to release.
- Prepare and maintain appropriate redaction and exemption logs.
- Review email archives for email communication responsive to requests.
- Develop and implement procedures, guidelines, and controls for storage, retrieval, tracking, and filing of active and inactive records; ensure records are maintained and destroyed according to the Local Government Common Records Retention Schedule.
- Perform file management functions to ensure compliance with public records retention schedules pursuant to RCW 40.14 and title 434 WAC.
- Maintain knowledge of changes in case law and legislation regarding records management and public records requests; update staff in response to changes.
- Provide regular and ongoing consultation, training, and direction to other departments on the requirements of the Public Records Act, records retention policies, and related City policies.
- Work closely with IT to retain, produce, and dispose of electronic records.
- Maintain 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.
- Perform other duties as assigned.

**Secondary Functions**

- Facilitate scheduled records management meetings
- Serve on and participate in various employee committees.

**Job Scope**

Position involves frequent new and varied work situations involving a high degree of complexity. When not regulated by statutes, incumbent determines own practices and procedures and contributes to the development of new concepts.

**Interpersonal Contacts**

The Public Records Officer works with contacts both inside and outside of the organization. Contacts may contain confidential or sensitive information requiring discretion at all times.

**Specific Job Skills****Knowledge of:**

- The Washington Public Records Act, RCW 42.56.
- The public records retention and destruction process pursuant to RCW Chapter 40.14 and Title 434 WAC; Public Record Act Model Rules WAC 44-14 and the Open Public Meetings Act.
- Advanced working knowledge of records management principles, methods, policies, and terminology.
- Research techniques and information compilation.
- General local government practices.
- Extensive knowledge of modern office practices, procedures, and equipment.

**Ability to:**

- Demonstrate skills critical for success including sound judgment, critical thinking, ethical behavior, initiative, decisiveness, flexibility, and planning.
- Organize and work independently on multiple assigned tasks/projects, complete assignments within specified deadlines.
- Work well under pressure.
- Balance competing demands of long-term projects and emergent needs.
- Maintain confidentiality.
- Study and apply new information.
- Demonstrate project management skills.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, and the general public.
- Communicate clearly and concisely, both orally and in writing, with tact and courtesy.

**Education and/or Experience**

College-level course work in records/information management, library science, business or related field plus a minimum of three years' work experience coordinating or administering public disclosure activities or records management systems OR a combination of education, training and practical experience which provides an equivalent background required to perform the work of the position. Certificates in paralegal studies and Records Management preferred.

**Special Requirements**

- Successful completion of pre-employment background check.
- Required to obtain a Records Management Certification.

**Job Conditions**

Work is performed primarily in an office setting. The work involves sitting for extended periods of time and working with a computer, and includes repetitive motions of the wrists, hands, and fingers. May involve standing for long periods, stooping, bending, and lifting and carrying objects weighing up to 30 lbs.