Job Title: Public Records and Information Specialist (Part-time)
Department: City Secretary’s Office
FSLA Status: Non Exempt (Part-time)

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

SUMMARY

Under general supervision, works 20 hours per week to perform a wide variety of routine and complex tasks in connection with the City Secretary’s Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Records management program—storage, retrieval, tracking, and filing of active and inactive records; file management functions to comply with public retention schedules; work with IT to retain, produce and dispose of electronic records; manage record specific software and applications for the City; provide regular and ongoing consultation, training, and direction to other departments and end users on required records retention policies.

- Troubleshoot potential problems and make recommendations for process improvements or efficiencies in record conversion projects, record management technology and electronic records management systems.

- Electronically record documents with county clerk as needed

- Post accurate and complete information to the City’s website, social media and keep relevant information up to date

- Prepare newsletters and e-newsletters for distribution to internal and external customers

- Create visual presentation materials using programs such as MS Power Point and Publisher

- Perform other duties as assigned.

KNOWLEDGE

- City organization, operation, policies, and procedures. Municipal government functions, political environments, and confidentiality standards.
- Principles and practices of the Public Information Act, record keeping, records retention and records management.
- Extensive knowledge of modern offices practices procedures, equipment and software.
- Professional standards for business correspondence, writing, spelling and grammar.
- Customer service standards and protocols.
- Microsoft Office Programs including Outlook.

**SKILL IN**

- Establishing and maintaining cooperative and effective working relationships with public officials, City staff, and the general public.
- Maintaining the highest degree of confidentiality in all aspects of the job.
- Demonstrate skills critical for success including sound judgment, critical thinking, ethical behavior, initiative, decisiveness, flexibility and planning.
- Adheres to departmental, personnel, and safety policies and procedures.
- Closely follows verbal and written instructions and procedures.
- Communicate clearly and concisely both orally and in writing, with tact and courtesy.
- Professional appearance and attitude.

**SUPERVISORY RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

Bachelor Degree and experience in records management, municipal or public information/open records experience; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATIONS**

Valid Texas Class C Driver's License or Texas Identification Card required. Must pass pre-employment drug screen and criminal background check. PIA and OMA Texas Attorney General Basic Training within 30 days of hire. Records Management Training (TMCA or TSLAC) when available.

**PHYSICAL ABILITIES**

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time. Physical exertion may be required to lift office supplies and materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, file and maintain records. Ability to lift or move objects up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

Work is performed in a typical office environment.