



City of Tempe

PUBLIC RECORDS COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	590	<i>Department:</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience working with public records for a municipality, coordinating and administering public disclosure activities or records management systems.
<i>Education:</i>	High school diploma, GED, or equivalency. Associate degree in business, administration, project management, construction, architecture, engineering, or related field is preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The Public Records Specialist manages, tracks coordinates, and responds to complex public records requests for the City Attorney's Office.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Develop, implement, and maintain a public records request tracking system to monitor timely review and response from departments.

- Track, manage, coordinate, and respond to complex public records requests and subpoenas under attorney supervision.
- Prepare and maintain appropriate redaction and exemption logs.
- 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 Records Retention Schedule.
- Perform file management functions to ensure compliance with public records retention schedules.
- Maintain knowledge of changes in case law and legislation regarding records management and public records requests.
- Develop and update Public Records Handbook for City staff use.
- Develop, implement, and conduct regular and ongoing consultation/ training, to other departments on the requirements of the Public Records laws, records retention schedules, updates to case law and related City policies.
- Perform complex research projects of City documents and prepare reports for attorneys.
- Research and prepare draft responses to election-related public records and inquiries.
- Assist in research and draft responses to candidate challenges, campaign finance complaints, and other specialized election complaints related to public records.
- Draft documents to accompany Council agenda items on behalf of the City Attorney's Office.
- Draft and review ordinances on behalf of the City Attorney's Office and participate in the City's internal ordinance review committee.
- Review responsive records for exempt information and apply redaction prior to release.
- Review email archives for email communication responsive to requests.
- Attend meetings as necessary with attorneys, department officials and employees.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition, >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective July 2023