

CITY OF SANTA CLARA, CALIFORNIA
PUBLIC RECORDS MANAGER
(Unclassified)
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EDUCATION AND EXPERIENCE

Any education or experience equivalent to:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a closely related field; and
- Five (5) years of experience working with the Public Records Act (PRA) in a municipal setting.

Desirable Qualifications:

- A Master's degree in Public Administration, Business Administration, or a closely related field is highly desirable.
- Experience with Laserfiche and other document management systems is desirable.
- Supervisory experience is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of appointment and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the unclassified service responsible for fulfilling public record requests, developing and promoting citywide public records disclosure systems, and providing city-wide public records education and training. The incumbent will demonstrate a strong ability to perceive and assess situations, and work in a fast-paced environment with a high level of organization. The incumbent will work under the administrative direction of the City Manager with considerable independence in making judgments related to their assignments.

As a member of the City's unclassified service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction:

- Creates, maintains, and revises policies and procedures related to compliance with the Public Records Act;
- Coordinates the fulfillment of public records requests and ensure that PRA requests are processed efficiently;
- Develops and promotes city-wide public records disclosure systems and ensure compliance

PUBLIC RECORDS MANAGER (continued)

with the Public Records Act through appropriate retention, management, disclosure and disposition of public records;

- Conducts research and analysis to determine if collected records are exempt from production, and consults and collaborates with City Attorney's Office as appropriate for proper redaction in accordance with state law;
- Utilizes the City's document management system and maintain an accurate log of requested records;
- Stays abreast with, interpret, apply, and explain codes, laws, rules and regulations associated with the Public Records Act;
- Develops and lead trainings on public records compliance for City officials and staff;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Codes, laws, rules and regulations associated with the Public Records Act;
- Document management systems, including Laserfiche;
- E-discovery and electronic records technology;
- Municipal functions and processes and how State, County, and Federal levels of government affect them;
- Principles and practices of training personnel;
- Decision-making and conflict resolution practices; and
- Office safety practices, procedures and standards.

Ability to:

- Respond to public records requests in a timely manner within the guidelines established by the Public Records Act;
- Quickly perceive and assess situations, and come up with an appropriate plan of action;
- Exercise independent judgment and initiative with minimal supervision;
- Effectively handle multiple priorities, be detail oriented, organize workload and meet strict deadlines;
- Establish and maintain positive and effective relationships with those contacted in the course of work, including the general public;
- Communicate logically and clearly, both orally and in writing, and follow oral and written instructions;
- Maintain confidentiality;
- Bend, stoop, reach, carry, crawl, climb, and lift up to 25 pounds as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general administrative direction of the City Manager or other manager as assigned.

SUPERVISION EXERCISED

May supervise and train staff as assigned.

PUBLIC RECORDS MANAGER (continued)

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.