

Records Administrator – City of Port Aransas, Texas

Job Title: Records Administrator
Department: Police Department
Reports To: Records Supervisor
FLSA Status: Non-exempt
Prepared By: Personnel Office
Salary/Grade: 20
Date: 03/10/2022
Approved by: David Parsons, City Manager
Approved date:

Summary: The Records Administrator for the Port Aransas Police Department is responsible for gathering, organizing, maintaining, disseminating, and purging records and other electronic media for the Police Department in accordance with federal and state laws.

This position differs from other clerical positions in that in addition to traditional clerical responsibilities the custodian of records has a high level of personal liability for records protected by law and regulations relating to their disclosure and non-disclosure. Failure to adhere to the ever- changing regulations exposes the city, the department, and the employee to possible civil and criminal sanctions.

The Custodian of Records is a vital link in criminal chain of custody requirements and is required to respond to legal and civil process including subpoenas and requests to personally testify in court proceedings.

Essential Duties and Responsibilities include the following:

- Serves as primary Custodian of Records and electronic media for the Police Department
- Reviews collected Police Department records to ensure they are responsive and complete according to the request submitted; conducts research and analysis to determine if collected records are exempt from disclosure and coordinates with legal staff for review of records anticipated to be exempt.
- Coordinates and responds to high profile and/or complex public records requests; coordinates and responds to public records requests that include review of confidential and/or sensitive materials.
- Responds to and coordinates with other city departments on public records requests; coordinates responses when multiple departments have responsive records; may take lead on compilation of other records from other departments. **(HR,EMS, Fire, Court)**
- Tracks and compiles statistical data on public records requests in order to respond to budget and other inquiries.
- Responsible for conducting records research, data compilation and associated critical analyses and interpretation for:
 - Monthly UCR reports
 - Annual Bias Based Profiling Reports
 - Monthly Activity Reports

- Other reports, statistics, and analysis requested by the Chief of Police
- Fully assist requestors by communicating about the status of or clarifying their records requests by telephone, email, and correspondence
- Responsible for the maintenance, cataloging and filing of official Police Department records and public documents.
- Ensures compliance with all relevant state and city legislation for handling, processing, and maintaining official records, public disclosure, records management, and retention.
- Keeps informed regarding legislative and case law changes regarding records management and public records requests; updates staff in response to changes
- Serves as the subject matter expert for public disclosure regulations; participates in ongoing training, develops internal training materials, and provides training to staff regarding public records.
- Identifies and recommends ways to improve the operating efficiency in responding to public disclosure requests and inquiries.
- Supports the vision, mission, values and goals of the Police Department and City in serving our customers and fosters a positive environment by personally choosing behavior aligned with our values and rules of conduct.
- Serves as relief dispatcher during emergencies, large events, and unexpected absences of communications staff due to injury or illness.
- Performs related duties as assigned.

Supervisory Responsibilities: There are no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* - Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning /Organizing* - Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly
- *Adaptability* Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED). Associate's Degree or at least two years of higher education, preferred.

Must have relevant training or experience within six months of employment coordinating and administering the following: Public disclosure requirements, Port Aransas Police Department records management system, and Texas state public disclosure and confidential information laws, rules and standards.

Demonstrated written and verbal communication skills, advanced office management and organizational skills, and ability to work with a high level of accuracy and attention to detail; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform the job successfully, an individual should have knowledge of internet software and word processing software.

Certificates, Licenses, Registrations: Valid Texas Driver License in good standing.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to access files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fine motor dexterity. Work in this classification requires the exertion of up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Requires the ability to operate a motor vehicle and to visit various city and meeting sites.

Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasional presentations require public speaking ability and the use of audiovisual equipment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees may be exposed to noise, bodily fluids, profanity, noxious odors, and the possibility of assault, from working in a law enforcement and detention facility environment.

Working environment will be primarily in the office. Some evening and weekend work may be required. The citizens of the City of Port Aransas are the primary customer base. The work environment can involve high intensity customer relations (both in person and on the telephone) and requires the ability to multitask at any given moment including backing up other city positions, particularly dispatch, when required due to breaks, vacations, and illnesses.

EMPLOYEE: _____

DATE: _____