

Town of Nantucket Job Description: Public Records Compliance Officer

Position Title:	PUBLIC RECORDS COMPLIANCE OFFICER	Grade Level:	Non-Union
Department	TOWN CLERK	Date:	7/1/2018
Reports to:	TOWN CLERK	FLSA Status	Non-Exempt

Statement of Duties: Serves as the Town’s Records Access Officer (RAO) as required by State Public Records Law. Under the direction of the Town Clerk, or his/her designee, the Public Records Compliance Officer provides fair and consistent enforcement of the Public Records Law (PRL) and Open Meeting Law (OML), organizes annual training to Town staff and elected officials, posts all assigned committee agendas and minutes in accordance with State laws, and informs members of public bodies and citizens of their rights and responsibilities under the law. Attends Select Board meetings and Executive Sessions and other Board-related meetings as required. Prepares packets for Select Board meetings and takes minutes according to OML guidelines.

Supervision Required: Under the general supervision of the Town Clerk, or his/her designee, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility: The employee does not supervise other Town employees.

Confidentiality: The employee has regular access to confidential information in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, missed deadlines, and monetary fines or citations by the State.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and maintain confidentiality.

Complexity: The work consists of a variety of office duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work is performed in a standard office environment and in various meeting locations in Town. Noise or physical surroundings may be distracting. There are frequent interruptions. Work outside of traditional hours is expected.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating

problems. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure to the employee is similar to that found in a standard office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. 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.

- Primary contact for all public records requests and ensuring compliance with State PRL, Freedom of Information Act, and OML guidelines.
- Primary contact for assigned public committees and boards regarding all aspects of meetings and compliance per Massachusetts General Laws and Town policies under guidance of Operations Administrator.
- Keeps abreast of PRL, OML and Town requirements and disseminates changes and updates immediately and efficiently; coordinates training and workshops for committee members as needed. This includes any Open Meeting Law software and Public Records technology.
- Makes sure all State PRL and OML documents are posted and updated properly on Town's website and communicated to appropriate staff, public officials and the public.
- Ensures fair and consistent enforcement of the PRL and OML, along with annual educational outreach about the law's requirements for Town staff and elected officials.
- Contacts elected or appointed officials to complete any State testing or certification, including the Certificate of Receipt of OML materials, within two weeks of appointment and maintains records of these documents.
- Review all PRL and OML complaints filed with public bodies and ensure complaint procedures are followed per the Attorney General's guidelines.
- Responsible to review and post all assigned committee meetings with the Town Clerk and online in compliance with all applicable local and State laws.
- Attends various public meetings ad hoc to ensure procedural compliance and best practices.
- Produces agendas and minutes for various assigned meetings; provides back up to other Minute Takers as needed and may be called upon to transcribe handwritten documents on occasion.
- Primary contact with Nantucket Community Television regarding weekly meeting recording and broadcasting schedule coordination.
- Perform all other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: Associates Degree and one or more years related work experience in an office environment preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Proficient computer literacy, typing speed of at minimum 38-40 words per minute, valid Class D motor vehicle driver's license preferred.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of common policies, practices and procedures of municipal government and applicable local, state and/or federal laws and regulations pertinent to position functions, very helpful. Knowledge of office software (word processing, financial and data base management and spread sheet applications) and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public, public officials and other personnel, perform multiple tasks and maintain confidential information. Ability to receive and process public records-related documents and inquiries in a timely manner. Ability to complete multiple tasks in a timely, detailed, and accurate manner. Ability to communicate affectively and use business acumen.

Skills: Detail-oriented a must. Proficient skills in the operation of a personal computer and office equipment and the application of office software. Proficiency in business mathematical skills, reporting, websites/postings, enforcement, and customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and copy paper. May need to travel to different locations independently.

Motor Skills: Duties are largely mental rather than physical, but the job requires the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is constantly required to read documents and records for understanding and compliance with established regulations. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____