

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title:	Public Information Officer	Employment Status:	Full-Time
Department:	Police	Civil Service Status:	Unclassified
Immediate Supervisor:	Chief of Police	FLSA Status:	Non-exempt
Functional Supervisor:	Law Director	Bargaining Unit Status:	Excluded

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction, and in compliance with Ohio Public Records Law, formulates policy and creates and implements systems and procedures for the storage, retrieval, disbursement and disposal of records for the Department of Police; on advice of, and acting in concert with, the City Law Director, determines whether requested documents are, or are not, "public records," as that term is used in RC 149.43; or whether records requests are ambiguous, overly broad, or for commercial purpose; responds to requests for records under the Public Records Law in a lawful and timely manner for the Department of Police, and acts as liaison to coordinate or assist with responses for other City Departments (e.g., advises and assists City Department Heads/offices with compliance). Establishes the policy and procedure for the assessment and collection of fees for records, when permitted by statute. Assists other City Departments with the preparation of press releases.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), supplemented by two (2) years of records management or government/business office experience or an Associate Degree in Business or other related field; proficiency in Microsoft Office, particularly Excel, Outlook and Word and proficiency in police department software systems or ability to become proficient within six (6) months of employment; or an equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Current Ohio Notary Public Commission and Ohio Public Records Training Certification (both may be attained within first six [6] months of employment).

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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Administers record retention programs for the Department of Police (hard copy and electronic records) and may assist other Departmental personnel or other City offices; evaluates, organizes and maintains records/files; consults with Department Head/designee of office of origin; consults with City Law Director and IT Coordinator as needed.

Creates and monitors retention schedules consistent with City Records Retention Commission requirements; represents Department of Police at City Record Retention Commission meetings; performs records disposal (e.g., locates and identifies records; prepares records; composes and provides annual disposal checklists, schedules shredding; files certificates of disposal; etc.); coordinates and arranges for appropriate storage.

Responds to public records requests as submitted in person or by telephone, e-mail or regular mail to the Department of Police; maintains communication with other City departments and may coordinate and assist with processing of public records requests. Accesses, compiles, gathers and issues requested records and information to fill internal and external records requests for the Department of Police; redacts information exempt from disclosure; scans documents into City's document management system.

Performs research of records laws and regulations and communicates with City Law Director as necessary.

Conducts audits on records slated for storage, digital imaging, or destruction for the Department of Police and develops and maintains appropriate record policies.

Assists Administrators and Administrative Assistant with correspondence, letters, memos, forms, and reports, performs data entry; schedules appointments; may assist with the set up and preparation of meeting rooms and other areas for meetings or training sessions relating to public records.

Maintains licenses and certifications as required.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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Developed by Clemans, Nelson & Associates, Inc.

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Date Adopted: _____

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OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: RC 149.43,* Departmental policies and procedures;* City policy and procedures;* government structure and process;* other laws, ordinances, and regulations governing records;* public relations; office practices and procedures; English grammar and spelling, records management.

Skill in: typing; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; work with and maintain confidential/sensitive information; exercise independent judgment and discretion; prepare accurate documentation; gather, collate, and classify information; develop and maintain effective working relationships; communicate effectively; maintain records according to established procedures.