



JOB DESCRIPTION

THE COUNTY OF BURNET
Burnet, Texas 78611

WORKING TITLE:	RECORDS MANAGEMENT OFFICER
DEPARTMENT:	BURNET COUNTY JUDGE
REPORTS TO:	BURNET COUNTY JUDGE
CLASSIFICATION:	GROUP 74

GENERAL DESCRIPTION

Performs advanced (senior-level) legal, policy, and records work for the commissioners court. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. This position serves as Records Management Officer to perform difficult professional, technical and administrative work serving as the primary point of contact for records management internal and external communications and public information. This position will act as records manager for issues required under Texas Government Code §441.158(a) and public information officer under Texas Government Code §552 for the commissioner court, county departments, and other county offices that agree to participate. The position will ensure documentation complying with local retention schedule law and enforcing disposition processes. Will improve convenient access to advice and assistance based on well-established and professionally recognized records management techniques and practices necessary to promote the establishment of sound records management programs in Burnet County and provide the assistance impartially and uniformly. The attorney will also ensure that all reports of fraud waste and abuse are investigated and reported to the proper department. The position will serve in the role of the Burnet County Government Efficiency (DoGE) clearinghouse and reporter.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Examine the processes for how Burnet County employees create, use, manage, store and destroy records.
- Develop methods to display records to the public based on privacy and security laws.
- Examine all policies and procedures adopted by the commissioners court and either ensure proper employees enforce and/or follow or make recommendations to the commissioner court on how to improve.
- Centralize the method of request for all county records of participating offices to reduce complexity, reduce costs and improve speed of access to the public.
- Provide responses to requests for governmental records within the time period mandated by the Texas Public Information Act and other state statutes.
- Coordinate the gathering of the requested information within all departments and participating offices of the County.
- Receives and reviews all requests for information and makes initial determination as to which requests require an opinion from the office of the Attorney General, coordinating these requests with the General Counsel.
- Establishes or maintains cooperative relationships with representatives of community, consumer, employee, or public interest groups; plans or directs development or communication of programs to maintain favorable public perceptions of the County's accomplishments, agenda, or responsibility.

- Calculates/assesses charges for Open Records in accordance with the Texas Public Information Act.
- Understand and manage the legal obligations for records management and retention along with the disposition process for records at the end of their life cycle.
- Maintain the records retention schedule set by the Texas Library and Archives Commission schedule for all types of county records.
- Identify new records created or received by the county or participating offices or revisions to retention periods established in a records retention schedule.
- Manage lists of obsolete records to be destroyed and ensure full compliance with law in review, approval and documentation.
- Coordinate with the County Auditor Internal Audit division to assess risk involving records and methods to allow for increased public access to governmental records tracking and outcomes
- Coordinate with the commissioners court, elected officials, and county departments to document, track, report to appropriate governmental unit and report final outcome for all reported fraud, waste and abuse events by the public and employees.
- Conduct cost benefit analysis for all county offices and make recommendations to the commissions court on dissolution or reducing costs.

ADDITIONAL RESPONSIBILITIES

1. Create and maintain an additional page on the County website to publish additional items of public record for further transparency.
2. Any other duties as assigned within the scope of the departments.

EXPERIENCE AND SKILLS

- Knowledge of:
 - County Policies as set forth in the Employee's Handbook.
 - Applicable local, state and Federal statutes, rules, codes and regulations governing county operations.
 - Departmental policies, procedures and regulations covering specific areas of assignment.
 - Current media technology trends.
 - Principles and practices of project management.
 - Principles and practices of grants administration.
 - Principles and practices of contract administration.
 - Principles and practices of administrative management.
 - Extensive knowledge of the Texas Public Information Act.
 - Extensive knowledge or records Texas retention laws

EDUCATION REQUIREMENTS

Experience in legal work. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing of the State Bar of Texas.

- Minimum two years increasingly responsible experience working in county government.
- Bachelor or Master degree in Public Administration, policy, finance, business management or related field preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while sitting at a desk or table however, while performing the duties of this position, the incumbent is regularly required to sit, walk, type, stand, stoop, lift, push, pull, carry and bend.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel,

climb, feel, use of fingers to handle and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

Requires frequent coordination decisions made in accordance with established policies and procedures. Decisions made in coordination with local, county, state and federal regulations. Work independently or as part of a team. Advanced oral/written communications skills; strong analytical and organization skills; ability to solve problems accurately, completely and quickly if necessary; and ability to coordinate various activities simultaneously, make decisions and work without direct supervision, and participate in and/or manage multiple projects concurrently without loss of quality on any project. Involves frequent contact with Elected Officials, Department Heads, County Staff, and the general public. May be called to work during emergency situations.