



1600 South Second Street
Mount Vernon, WA 98273-5202
ph 360-428-1617
fax 360-428-1620
info@nwcleanairwa.gov
www.nwcleanairwa.gov

JOB ANNOUNCEMENT FOR RECORDS OFFICER

An Equal Opportunity Employer

JOB TITLE:	Records Officer
SALARY RANGE:	\$5,375 - \$6,858 per month Exempt; non-union
WORK WEEK:	35 hours per week, Monday through Friday
TO APPLY:	Please email a cover letter and your resume to Alicia Huschka at aliciah@nwcleanairwa.gov
POSITION POSTED:	8/22/19
CLOSING DATE NOTES:	Review of applications will begin by September 10, 2019, and continue until position is filled.

POSITION DESCRIPTION:

JOB SUMMARY:

The Records Officer serves as the Agency technical expert on all records and information management issues and is the designated point of contact for members of the public requesting and staff creating Agency records. The Records Officer reports to the Compliance Manager.

This position's focus is to facilitate and champion digital transformation of the Agency. The Records Officer directly supports the Agency mission by assuring that the Agency's records and information assets are well-organized, accessible, and actively managed to meet Washington Secretary of State retention and disposition schedules.

The incumbent will partner with leadership and staff through the training, design, and roll-out of an enterprise content management system as well as manage legacy paper and electronic records and information.

The Records Officer serves as the Agency public information officer and a generalist; understanding, facilitating, and coordinating work flows and records systems to support the Agency mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Records Officer day-to-day tasks center on Agency records and procedures. This position serves as backup support for front office reception.

Primary "products" and/or priorities:

- Written records policies and procedures for internal and external records to meet applicable laws and Washington (WA) Secretary of State policies.
- Taking the lead on coordinating, responding to, and tracking public information requests while assuring compliance with the WA State Public Records Act.
- Integrating records management into Agency systems and processes in an effort to reduce duplication of records and minimize risk and liability.
- Serving as the records management system administrator for managing and dispositioning records and information within the Laserfiche system and/or other systems as warranted.
- Obtaining and maintaining WA Public Records Officer certification.

This position will require scheduled professional training events and/or conferences to maintain certification in public records and records management, some of which will require multi-day travel, including by air.

A successful candidate must demonstrate the following personal values and aptitudes:

- Leadership skills that inspire and motivate peers to comply with records laws, policies, and principles.
- Practical communication and implementation of regulatory language.
- Attention to detail and critical thinking.
- Initiative and discretionary judgment with integrity and ethics.
- Listening and fact-finding skills.
- Effective conflict management: Building working relationships and providing positive guidance while expressing resolve when it comes to risk and liability.
- Learning mindset and commitment to continuous improvement.
- Flexibility in changing priorities.
- Adaptability of focus while managing multiple priorities in a dynamic work environment.

POSITION QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree in library science, business administration, public administration, or related field.
- Five years of professional-level, hands-on experience with government records is preferred.
- Proficiency with Microsoft Office Products and Databases.
- Enterprise content management (ECM) systems (e.g., Laserfiche).
- Desirable Certifications: Certified Records Manager (CRM), Certified Records Analyst (CRA), Certified Public Records Officer (CPRO), Information Governance Professional (IGP)

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Key physical aspects of the position include:

- Frequent interaction with the public; ability to consistently and effectively build trust and communicate with public through written, verbal (phone) and in-person means.
- Provide as-needed back-up to front desk reception between 8:00 am and 4:30 pm.
- Work is performed in an office environment requiring extended periods of time at a computer with occasional lifting of up to 40 pound box of records.

BENEFITS:

The Agency offers a competitive and attractive benefits package including, but not limited to: paid holidays, vacation and sick leave; medical, dental, vision and basic life insurance; and retirement and deferred compensation plans.

OUR ORGANIZATION:

The Northwest Clean Air Agency (NWCAA) implements and enforces federal, state and local air pollution regulations in Island, Skagit and Whatcom counties located in Northwest Washington. NWCAA is one of seven regional air quality control agencies in Washington State, established in 1967 after passage of the Washington State Clean Air Act (RCW 70.94).

NWCAA is governed by a seven-member Board of Directors comprised of representatives from each of the three county governments, a representative from the largest city in each county, and a member-at-large. The Agency also benefits from the advice and counsel of an Advisory Council comprised of citizenry of the three counties within NWCAA's jurisdiction.

NWCAA is responsible for regulating more than 500 businesses that emit air pollution, ranging from large refineries to gas stations as well as outdoor burning and asbestos identification, mitigation, and handling. Fees collected from regulated businesses, a local per capita assessment, and state and federal grants provide the Agency's operational funding.

We take pride in our reputation of professionalism, fairness, and proficiency in air quality regulation.

The Northwest Clean Air Agency provides and enforces a drug free workplace and maintains a smoke free work environment. The Northwest Clean Air Agency is an Equal Opportunity Employer.