



#### **OUR MISSION**

To preserve, protect, and enhance our air quality for the benefit of current and future generations in Island, Skagit, and Whatcom counties by fostering individual responsibility and assuring regulatory accountability.

#### **AGENCY CORE PROGRAMS AND SERVICES**

- Permitting
- Compliance and enforcement
- Air quality monitoring
- Public outreach and assistance

#### **OUR LOCATION:**

Our 3-county jurisdiction extends along the coast of western Washington from the Canadian border south for approximately 60 miles. Our office is located in downtown Mount Vernon.

#### **WORKING WITH US**

We are a local-government regulatory agency with a staff of 23. Our staff includes air quality engineers, inspectors, an atmospheric measurements manager, communications specialist, administrative support staff, and finance staff.

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

## **RECRUITMENT ANNOUNCEMENT**

### **RECORDS OFFICER**

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The Northwest Clean Air Agency implements and enforces federal, state and local air pollution regulations for stationary sources of air pollution in Island, Skagit and Whatcom counties located in Northwest Washington. We are 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). We are governed by a 7-member Board of Directors which is composed of elected officials from our three counties, largest cities, and a member representing the public. The Agency also benefits from the advice and counsel of an Advisory Council comprised of citizenry from within our jurisdiction.

We seek a full-time (35 hours/week) Records Officer for our agency in Mount Vernon, WA. This is an FLSA exempt, non-union position.

#### **JOB SUMMARY:**

The Records Officer is responsible for leading agency staff in records and information management and providing records to the public.

The Records Officer serves as the agency technical expert on all records and information management. This position serves as the digital system (Laserfiche) administrator, working closely with agency IT development staff and contracted IT to maintain and continue building out the agency records repository and associated workflows. This position reports to the Compliance Manager and does not supervise other staff.

This position is the agency's designated point of contact for members of the public requesting and staff creating agency records. The Records Officer advises agency management on appropriate record retention policies and follows-up by maintaining and implementing record retention policies.

The Records Officer is an agency generalist, understanding, facilitating, and coordinating business processes, workflows, and records systems to support the agency mission.

#### **SALARY RANGE:**

\$75,255 - \$96,020 annual wage

#### **RECRUITMENT PERIOD:**

Review of applications begins September 25, 2023.

Final date for accepting applications is October 6, 2023.

#### **TO APPLY:**

Email a cover letter and resume to Alicia Huschka, CFO, at [aliciah@nwcleanairwa.gov](mailto:aliciah@nwcleanairwa.gov)

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Records Officer day-to-day tasks center on agency records and procedures.

Primary "products" and/or priorities:

- Strategize, lead, prioritize, and coordinate the consolidation of existing agency records systems into the enterprise content management system (ECM) Laserfiche system (e.g., systematically evaluating, maintaining, and streamlining overlapping systems).
- Advise management on adequacy of agency records policies for both internal and external records, keeping management informed on current and projected operational requirements, issues, legislative, and regulatory matters.
- Propose, update, and maintain the agency records retention and disposition policies and procedures for implementing the WA State retention schedule and transferring records to the State Archivist to meet applicable state laws RCW 40.14 and WAC 434.

## EMPLOYEE BENEFITS

The agency offers a competitive and attractive benefits package including:

- Excellent medical, dental, and vision insurance
- Washington state Public Employees Retirement System (PERS) pension
- Money Purchase Pension Plan and Trust (in lieu of Social Security)
- Basic life insurance
- Deferred compensation plans
- Vacation and sick leave
- Annual training

We offer a flexible workplace environment to attract and retain highly qualified, motivated, and diverse employees.

Northwest Clean Air Agency provides and enforces a drug free workplace and maintains a smoke free work environment.

Northwest Clean Air Agency is an equal opportunity employer.

## MORE INFORMATION:

For more information about the agency, visit <https://nwcleanairwa.gov/>



*Skagit Valley tulip field*

- Propose and implement strategies to:
  - Improve accessibility to agency records.
  - Integrating records management into agency systems and processes to reduce duplication and volume of records.
  - Review historic files for retention value and to prevent loss or destruction of records and information that are subject to a legal retention.
  - Identify and approve documents to be destroyed or transferred.
  - Convert the State Retention Schedule actions into a digital process for the ECM.
- Serve as the records management system administrator for managing and dispositioning records and information within the Laserfiche system and/or other systems as warranted.
- Provide staff training as needed to maintain record management best practices.
- Serve as the designated point of contact, i.e., Public Records Officer, for members of the public in requesting disclosure of agency records and coordinating responses in compliance with the Washington State Public Records Act (PRA: RCW 42.56).
  - Receive and monitor responses to incoming PRA requests,
  - Initiate and conduct searches and work with staff as needed to identify responsive records.
  - Review records for responsiveness and potential redactions; and
  - Create redaction and exemption logs.
  - Organize and retain PRA request response files in accordance with records retention requirements as well as recording and reporting public record request metrics as required by the Joint Legislative Audit and Review Committee (JLARC).
- Obtain and maintain Public Records Officer certification (CPRO) through the Washington Association of Public Records Officers and identify and attend training to maintain currency on regulations and legal decisions regarding Washington public records law.
- Provide back-up front desk reception coverage between the hours of 8:30 am and 4:30 pm for breaks, vacations, and absences.

## EDUCATION AND EXPERIENCE:

- Bachelor's degree (preferred) in library science, business administration, public administration, or related field.
- Five years of demonstrated experience in records management, including Laserfiche administration and development and implementation of workflows or the equivalent combination of skills, experience and/or certifications.

## DESIRED CERTIFICATIONS:

Certified Records Manager (CRM), Certified Records Analyst (CRA), Certified Public Records Officer (CPRO), Information Governance Professional (IGP)

## Demonstrates the following aptitudes and personal values:

- Proficiency with Laserfiche and Microsoft Office Products.
- Knowledge of SQL Server, building queries and keyword searches (preferred).
- Project completion focus with attention to detail while managing multiple priorities.
- Initiative and discretionary judgement with integrity and ethics.
- Aptitude for process improvement, including identification of issues and viable suggestions to improve.
- Ability to promote a positive message during change or transition.
- Interpersonal skills, including interviewing, fact finding, and conflict management.
- Communication skills, particularly the ability to translate regulatory language into effective and clear task instructions.