

LIVINGSTON COUNTY JOB DESCRIPTION

ASSISTANT FOIA COORDINATOR SPECIALIST / DEPUTY CLERK

<u>Supervised By:</u>	County Clerk, with leadership provided by the Office Manager/Deputy Clerk
<u>Supervises:</u>	No supervisory responsibility
<u>Department:</u>	Clerk
<u>FLSA Status:</u>	Non-Exempt

Position Summary:

Under the supervision of the County Clerk and the Office Manager/Deputy Clerk as lead employee, this position is responsible for overseeing the administration, coordination, and compliance of the Michigan Freedom of Information Act (FOIA) for Livingston County. The position coordinates the FOIA request process, including intake, review, coordination between county departments, and compliance with statutory timeframes. Serves as the liaison between the public and the county. Provides guidance, support, and training on software used by county departments and public users.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, inputs, reviews, and monitors all FOIA requests in compliance with Michigan law and Livingston County policies.
2. Coordinates with all county departments to identify, collect, and consolidate FOIA responses to ensure compliance with Michigan law.
3. Has a thorough knowledge and understanding of Michigan FOIA law and is able to interpret complex FOIA requests.
4. Communicates with requestors to clarify requests, provide status updates, and directs or redirects FOIA requests to proper departments within the county.
5. Maintains and manages the county's FOIA tracking and document management system.
6. Trains and assists county staff in using FOIA software and understanding the county's policies.
7. Assists requestors with the use of FOIA software and provides guidance as needed.

8. Develops and maintains internal procedures to ensure timely FOIA responses.
9. Monitors legislative changes and legal trends related to FOIA and recommends county policy updates if appropriate.
10. Prepares FOIA appeal packages and coordinates scheduling of appeals to ensure timely compliance.
11. Prepares reports and metrics on FOIA activities for internal and external stakeholders.
12. Coordinates communication between departments and legal counsel as necessary.
13. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates degree in public administration, legal studies, communications, or related field and two years of experience in FOIA compliance, legal support, or public records management.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the Michigan Freedom of Information Act.
- Good working knowledge of the principles and practices of records management and office procedures.
- Ability to manage and utilize FOIA software and train users and the public on the use of this software.
- Skill in assembling and analyzing data and preparing accurate reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.