



Director I – Public Records

Position Details

Job Code: U7100

Reference Code: A441

Division/Unit: Communications

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the public records process and serves as the primary point of contact regarding public records for the Clark County School District (CCSD). The position provides guidance and expertise to constituents in support of compliance to the law. They will oversee, coordinate, analyze, process, evaluate, and respond to public records requests in compliance with State law and CCSD policies and procedures. This individual documents and tracks all due dates relevant to public records requests, corresponds with parties requesting public records and prepares written cost estimates in connection with public records requests. In consultation with and direction by the Chief Communications Officer, this position establishes the procedures, protocols, and training related to the intake, process, and fulfillment of public records and performs other related duties as assigned. This position reports to the Chief Communications Officer.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities are not exhaustive and may be supplemented.

1. Oversees, coordinates, and ensures requests to inspect public records are responded to in a timely manner; identifies sources of information and communicates with constituents at all levels to facilitate appropriate responses within statutory deadlines.

2. Provides pertinent information, administrative support, research-supported models, and strategies to school and CCSD personnel, the public, and other interested entities.
 3. Oversees the intake, process, research, and fulfillment of public records requests; coordinates public records requests requiring responses from multiple departments; communicates with the public to clarify requests and address questions or problems when necessary; manages public records requests to ensure compliance with statutory requirements; confers with the Chief Communications Officer, Office of General Counsel, Superintendent, department directors, and other CCSD staff regarding issues relating to public records requests.
 4. Evaluates public records requests for sensitive and/or confidential information; coordinates with the Office of General Counsel and the Chief Communications Officer to determine if a record, or part of any record, is exempt from disclosure; redacts records and prepares appropriate explanation and exemption logs.
 5. Researches and prepares reports to communicate public records request compliance; summarizes results and makes recommendations; develops and maintains the CCSD records policies and procedures relating to public records requests.
 6. Develops and conducts training for all levels of CCSD staff relating to public records requests; maintains contact with staff from all departments to coordinate records request research and records production.
 7. Develops and maintains contact with peers within other local jurisdictions regarding best practices for processing public records requests; analyzes information and provides feedback on legislative bills and proposed legislation related to public records.
 8. Creates working relationships and regularly meets with internal staff, other agencies, and the community.
 9. Evaluates and continuously improves the public records process and customer service delivery, staying current on trends and innovations impacting the public records process.
 10. Determines fees and processing time; and prepares written cost estimates in connection with public records requests.
 11. Documents and tracks all dates relevant to public records requests and corresponds with parties requesting public records.
 12. Performs other duties related to the position as assigned.
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Position Expectations

1. Thorough knowledge of the Nevada Public Records Law; and federal, state, and local laws.
 2. Knowledge of organizing and planning methods used to coordinate research and completion of large volumes of records requests.
 3. Knowledge of records management practices and procedures.
 4. Knowledge of methods for conducting research, program analysis, and report preparation.
 5. Knowledge of principles, practices, and essential government structures involved in dealing with local, state, and federal officials.
 6. Knowledge of CCSD's organizational structure, operations, functions, policies, and procedures.
 7. Maintain strict confidentiality, discretion, and sound decision-making when handling sensitive documents.
 8. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies encountered in the course of work, including citizens, executive-level employees, and elected officials.
 9. Skill in operating computer hardware and software is necessary to perform the position's duties.
 10. Ability to conduct research, interpret, and arrange data into thorough, accurate, and concise reports.
 11. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
 12. Ability to work independently with minimal direct supervision and exercise initiative and independent judgment within established procedural guidelines.
 13. Ability to organize and prioritize work and meet critical deadlines.
 14. Demonstrates ability to clearly and concisely communicate verbally and in writing using correct English, grammar, punctuation, and spelling.
 15. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Business, Public Administration, or a closely related field.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least three (3) years of successful supervisory experience related to the position.
2. Three (3) or more years of progressively responsible experience performing complex administrative functions for an agency or organization; experience must have included both working with sensitive information and extensive public interaction.
3. Demonstrated experience must include working with one or more of the following: sensitive public, personnel, executive, legal, and law enforcement information.
4. Skilled in dealing with the public through extensive public contact.
5. Successful performance in the position held at the time of application.
Note: An equivalent combination of related training and experience may be considered.

Preferred Qualifications

1. Higher education degree related to records management and retention.
2. Three (3) years of progressively responsible experience performing complex administrative functions for a public agency or organization.
3. Experience working with Public Records and Public Records Requests.
4. Experience interacting with executive-level staff and/or elected officials.
5. Demonstrable judgment, leadership, and problem-solving skills.

When applying for an administrative position, candidates must meet the minimum qualifications listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal-opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 11/16/23