

Constituent and FOIA Liaison

County Administration

Salary Range: \$63,503 - \$108,439

Deadline: 5pm November 29, 2018

Chesterfield County is seeking a Constituent & FOIA Liaison for County Administration. Coordinates and processes Freedom of Information Act (FOIA) requests working in conjunction with attorneys and county departments to ensure a timely response to all such requests, from initial evaluations to final document release or denial. Prepares a variety of written communications to requester to include acknowledgement letters, status updates, response letters including denials, and related correspondence. Communicates with requesters by letter, phone, e-mail, or other form of communication to clarify or modify the requests. Notifies of anticipated fees, secures an agreement to pay the fees, provides status updates, notifies of an extension of time to respond, or other notifications. Creates and maintains accurate and detailed paper and electronic files on FOIA requests and responses; and provides a wide range of support to the Board of Supervisors including but not limited to constituent relations (e-mails, phone calls, letters, etc.), event support (providing in-person assistance at community meetings, workshops, etc.) and some miscellaneous administrative functions as needed (managing Board calendars, writing Board remarks, etc.). Perform other work as required. Successful candidate will possess a bachelor's degree (master's degree a plus) in government, public administration, business, or a related field; minimum of three to five years of executive-level support experience; or an equivalent combination of training and experience. Previous FOIA experience strongly preferred. Considerable knowledge of the principles and practices of public administration; of functions, organization, and activities of local, state and/or federal government and related community programs. Ability to work independently, with minimal supervision on a variety of activities and projects in support of the Board of Supervisors; to provide professional support and/or leadership on special projects as assigned; to deal with confidential and sensitive material and maintain confidentiality; to function calmly in situations which require a high degree of sensitivity, tact and diplomacy; to communicate effectively orally and in writing; to operate a personal computer and related software and other standard office equipment; to develop and maintain effective working relationships with internal and external customers. Working knowledge of Freedom of Information Act and Privacy Act laws and regulations; of legal documents; of GovQA or comparable software and Office 365 products. Familiarity with Library of Virginia regulations concerning records management. Excellent research, communications and writing skills. Strong analytical and organizational skills. Ability to handle multiple tasks and projects simultaneously, to work under pressure and meet tight deadlines; to prioritize work to efficiently meet deadlines; to use discretion and good judgment; to maintain confidentiality of the work performed by, and clients of, the County Attorney's Office; to provide advice and guidance to internal and external customers on FOIA and Privacy Act policies, procedures and regulations; to establish and maintain effective working relationships with a variety of staff at all levels and the general public; to work with an automated system to track FOIA requests. Must be able to analyze documents responsive to a FOIA request to determine if they are subject to

FOIA/PA laws and regulations. Excellent customer service skills in dealing with the public and the Board of Supervisors. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit **careers.chesterfield.gov** to view instructions and to complete and submit an application. (804) 748-1551.

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