

## **Records/FOIA Manager-City of Chesapeake**

The City Manager's Office is seeking an experienced professional to manage and administer City-wide Freedom of Information Act (FOIA) and Records Management programs. The position serves as both the City's FOIA Officer and Records Officer, responds to the majority of FOIA requests received by the City, and is responsible for managing all requirements, policies, technology, and training used to operate and support these programs. The successful candidate should be adept in technology, work within legal and policy guidelines, be a critical thinker, be resourceful, and be able to maintain confidential information. The City seeks a proactive individual with a strong work ethic. The ideal candidate must possess superb organizational and communication skills, the proficiency to multi-task in a fast-paced environment, and the ability to meet short deadlines while motivating other workers to do so as well.

Competitive candidates should have the following attributes:

- Ability to develop and maintain productive professional relationships with staff and City officials.
- Ability to provide excellent customer service to both internal and external customers.
- Understanding of and familiarity with the Virginia Public Records Act and the Library of Virginia's Records Retention Schedules.

**VOCATIONAL/EDUCATIONAL PREPARATION:** Requires any combination of education and experience equivalent to a bachelor's degree in accounting, library science, records management, communications, public administration, or a closely related field.

**SPECIAL CERTIFICATIONS AND LICENSES:** Certified Records Manager (CRM) or Information Governance Professional (IGP) certification preferred upon hire. Certification must be obtained within three years of employment and maintained throughout tenure in position.

**EXPERIENCE REQUIREMENTS:** In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience including two years of Freedom of Information Act (FOIA) experience. Records and Information Management (RIM) and legal experience preferred.

**SALARY:** Starts at \$56,398; Depending on Qualifications

**TO APPLY:** For complete job description and to apply, visit <https://jobs.cityofchesapeake.net/postings/8733>