Records and Freedom of Information Act Manager

Apply Online:
www.jobs.cityofchesapeake.net
HISTORY
Chesapeake, Virginia was established in 1963 after the merger of Norfolk County and the City of South Norfolk County and the city of South Norfolk. Chesapeake also played a significant role in the founding of America, with the historic Battle of the Great Bridge and construction of the Great Dismal Swamp Canal. Today, Chesapeake honors its position in history with a vibrant present and promising future.

LOCATION & GROWTH
Chesapeake is conveniently located within 20 minutes of the Atlantic oceanfront, 15 minutes from downtown Norfolk, and an hour form Colonial Williamsburg and the Outer Banks of North Carolina. Located adjacent to the world’s largest natural harbor and the world’s largest naval base, Chesapeake is the second largest city in land area in Virginia (353 square miles) and 13th largest city in the United States. With an estimated population of 226,000, Chesapeake is one of the fastest growing cities in Virginia. As one of Virginia’s premier cities, it has significant potential for future residential, commercial and industrial growth.

ALWAYS PREPARED TO DO BUSINESS
As one of the country’s 100 largest cities, Chesapeake has all the features businesses are looking for: talent, infrastructure and location. Chesapeake is recognized as a strong economic arena for business investment. The city provides corporations with first-class opportunities for employee recruitment and the capabilities to create and maintain a presence in their respective industries. New companies and businesses continue to locate to the area and benefit from the abundant wealth of resources that Chesapeake offers.

ACCOLADES
Top rankings as an ideal location by Money Magazine and Parenting Magazine demonstrate Chesapeake’s growth as a dynamic yet family-friendly business community. Chesapeake delivers the best in advanced healthcare and medical facilities to patients throughout the Southeast. In January 2012, the City of Chesapeake was named the sixth best run City in the nation by 24/7 Wall Street. The City of Chesapeake has been ranked 21st on the Bloomberg Business Week list of America’s 50 Best Cities as well as the Top 100 Best Cities for Families by Parenting Magazine.
City Governance

The City is governed by a City Council/City Manager form of government with the Mayor and eight Council members serving four year overlapping terms. The Mayor and Council members are elected at-large. Chesapeake is an independent City with no overarching county government.

The Mayor and City Council appoints the City Manager to administer all City activities and programs. The City Clerk, City Attorney, Real Estate Assessor and the City Auditor are also appointed by and report to the Mayor and City Council. Department Directors and Deputy City Managers are appointed by and report to the City Manager. In addition, voters elect the Sheriff, Commissioner of the Revenue, City Treas-

Position

The Records and Freedom of Information Act (FOIA) Manager is responsible for designing, implementing, managing and administering a City-wide records management program both in computerized data and hard copy file formats. This position is responsible for managing, all requirements, policies and training used to operate the City’s Records Management System. The position serves as the City’s FOIA Officer.

♦ Provides leadership, management, coordination and analysis to develop, support and maintain an effective City-wide records management program.

♦ Assists in the planning process for all major information systems to ensure that records management functionality appropriate to the records/information assets they support is included in system design; works with the Department of Information Technology to determine and implement the technology requirements necessary to achieve this functionality.

♦ Prepares, processes and reviews records management retention and disposal documents.

♦ Ensures that the records management program meets applicable Federal, State, and City regulations considering Association of Records Managers and Administrators (ARMA) and Library of Virginia Records Management guidelines; audits records management policy applications throughout the City.

♦ Implements, manages and evaluates the City’s Privacy program; develops FOIA training materials for departments and facilitates same.

♦ Coordinates, assists with and responds to FOIA requests from media and from the public, working in conjunction with the City Attorney and City Manager’s Offices, as well as Public Communications; ensures that records are appropriately managed to promote government accountability.

♦ Conducts training classes in the proper storage and destruction of public records.
Candidate Profile

The ideal candidate will be knowledgeable of the policies and procedures for reporting, recordkeeping and other office system practices including knowledge of archiving systems, strategic planning principles and leadership techniques.

The position requires a bachelor’s degree or any equivalent combination of education and/or experience in accounting, library science, records management or a closely related field. In addition to the vocational/educational requirements, this position requires a minimum of five years of related, full-time equivalent experience including two years of Records and Information Management (RIM) experience. Certified Records Manager (CRM) certification is preferred upon hire and required within two years of employment and maintained throughout tenure in position.

Prior supervisory experience is preferred, but not required.

Compensation

The annual salary depends upon qualifications, education and experience. The hiring salary range is between $54,768 and $85,000/annually.

Benefits

The City of Chesapeake offers a competitive benefit package including:

Health Insurance          Disability Insurance
Dental Insurance          Bereavement Leave
Flexible Spending Accounts / Leave Donation
Health Savings Account
Vision Insurance          Public Service Leave
Participation in VA Retirement System
Pre-Paid Legal Services Plan
Optional Life Insurance   Employee Assistance Program
Deferred Compensation

How to Apply

To be considered for this outstanding opportunity, complete a City of Chesapeake application and submit your resume at www.jobs.cityofchesapeake.net

The City of Chesapeake is an Equal Opportunity Employer. The City of Chesapeake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or disability in employment or in the provision of services.