

Part-Time Freedom of Information Coordinator

Genesee County 9-1-1 Authority is seeking applications for a part-time (up to 24 hours per week). The position requirements are listed below. These are not all inclusive and may change at the discretion of the Director.

- Coordinator must receive, review and analyze FOIA requests from public safety, private requests and other governmental entities to determine if they are sufficient and adhere to the FOIA statute(s) and/or public act requirements.
- Hours will be daytime flexible hours that meet the time periods required as established by FOIA statute. Estimated work days to be 2-3 days a week with hours undetermined.
- Coordinator must have an excellent working knowledge of the current CAD system, recording software, live and archived databases, Microsoft Office Suite, or any other software both current and in the future. Genesee County 9-1-1 will provide training in these areas.
- Coordinator must attend any required classes or complete continuing education credits as needed at the cost of Genesee County 9-1-1.
- Coordinator must maintain "Keeper of the Records" status and ensure compliance with all subpoenas and make court appearance as requested by the Office of the Genesee County Prosecutor or the like.
- Coordinator must receive, record, and deposit in the drop box all funds taken in as a result of FOIA charges.
- This is a part-time position receives no incentive or benefits currently included in any current Collective Bargaining Agreement (CBA). Wages will be between \$12.00 and \$20.00 an hour based on qualifications and hours of employment will be determined at the time of a job offer but subject to change.
- The position is not covered by the Union affiliation or the Collective Bargaining Agreement.