

POSITION:	Freedom of Information Act (FOIA) Officer (Exempt)
DEPARTMENT:	County Board
REPORTS TO:	County Board (Chairperson or designee)

GENERAL DESCRIPTION

Under general supervision of the County Board, receives and responds to requests for information of public record, and court subpoenas using multiple resources and streams of data to research and locate relevant information, determine on behalf of the County the extent and manner of responses to such requests, speaks and writes about findings, and performs related duties as required. These duties require the exercise of discretion and independent judgment with respect to matters which are directly related to the management and general business operations of the County. The position is charged with the responsibility of directing the effectuation of management policies and practices with respect to these matters.

ESSENTIAL FUNCTIONS

- Analyzes and determines response to requests for information filed by citizens, journalists, and outside entities pursuant to the Illinois Freedom of Information Act ("FOIA")
- Analyzes and determines response to inquiries from the general public, business establishments, community organizations, media and government agencies regarding County programs, services and business matters of public record
- Researches, examines, and analyzes video and documents to provide responsive documents in response to FOIA requests and makes appropriate redactions of exempt information
- Resolves information requests within the required timeframe and where appropriate, requests extensions in writing
- Assesses whether the magnitude of information requested proves burdensome in adherence with the State of Illinois Freedom of Information Act guidelines
- Obtains necessary information from manual, computerized, and archived files, and records
- Responds via the internet in writing to request for information sent electronically through the internet concerning departmental programs, services, or matters of public record, as required
- Completes the mailing (including electronic if requested) of responses to written requests for information
- Directs departments on what information is needed and how submission (electronic or paper copy) is needed by the FOIA Officer
- Prepares and maintains statistical and narrative work activity reports
- Maintains and updates log of all FOIA requests
- Work across all internal departments and other county agencies to fulfill FOIA requests when necessary
- May review information to be posted onto the intranet and internet websites for accuracy regarding county programs and services
- May represent the County at public hearings and community meetings to explain and promote county services, programs and upcoming events
- Has authority to formulate, affect, interpret, or implement FOIA and subpoena response policies or operating practices
- Has authority to commit the County in matters that have significant financial impact in terms of FOIA and subpoena response compliance
- Has, in the regular course of the position's duties, has authorized access to information relating to the effectuation or review of the employer's collective bargaining policies in order to determine if documents related to collective bargaining are exempt from disclosure under FOIA or in response to subpoenas.
- All other duties are required and deemed necessary by the County Board

EDUCATION

- Minimum Associates Degree Desired, Not Required
- 2 years of research and analysis work experience desired
- **NOTE: Certification by the State of Illinois as a Freedom of Information Officer is required within 6 months of hire**

WORK EXPERIENCE REQUIRED

- Must have experience with Microsoft Windows
- Must have proficiency in Microsoft Office products and/or Google Doc's/Sheet's

- Must have the ability to read and speak English, other languages are a plus
- Previous customer service experience desired

SELECTION

This position requires applicants to complete an interview, which will include an application and oral interview. The candidate(s) possessing the qualifications best suited to fulfill the responsibilities of this position, based on the application and oral interview will be selected for hire.