

DSHS Public Records Officer | Click [here](#) for a complete job posting and application instructions

Use your expertise in a complex and evolving field of law. The Department of Social and Health Services (DSHS) is searching for a dynamic leader with integrity and high ethical standards to serve as the [DSHS Public Records Officer](#).

Located at DSHS Headquarters in Olympia, Washington, this position has primary responsibility to manage, monitor, and direct the DSHS public records program across a statewide 18,000 person agency that receives an average of 1000 separate public records requests each month. There are up to 150 people regularly involved in processing public records requests throughout DSHS. A single request could be processed by one part of the agency or may require several different entities working on the request to complete the process and gather and produce all records.

Reporting to the Senior Director for the Office of Policy and External Relations, the individual in this key position serves as the primary subject matter expert, advising at all levels of agency operations, managing litigation in coordination with the Office of the Attorney General, and overseeing the development, revision, and implementation of agency policies, rules, and procedures in this area.

The work is essential to ensure transparency and accountability of the agency through compliance with public records laws. Success in this position is dependent on authentic leadership incorporating such qualities as: being trustworthy and honest; taking pride in your work and the work of DSHS; speaking truth to power; seeing the big picture while minding the details; perseverance; effective communication; and being a congenial and collegial teammate.

Some of what you will do

- Serve as lead resource, legal advisor, and subject matter expert to the Department's executive management, staff, media, other agencies and the public regarding administration of public records request processes;
- Coordinate, assign, monitor, and review high profile and/or complex public records disclosure requests and responses;
- Lead, manage, train, and assign work in a matrix relationship to 30 DSHS Administration and Division Public Disclosure Coordinators who include highly skilled and proficient managers and lawyers;
- Lead, train, sets guidelines and best practices, writes policy and oversees work of approximately 150 public disclosure officers across DSHS;
- Monitors and oversees handling and reporting of public records requests across DSHS;
- Strategically plans projects and efforts to improve consistency of practice, interpretation, compliance, minimizing risk and adherence to applicable and new legal requirements and to minimize litigation exposure in a complex and evolving field of law;
- Manage and respond to situations involving confidential data especially those affecting multiple administrations within DSHS, involving the media or current or anticipated investigations, and/or having significant impact on agency operations.
- Supervise two staff.

What We're Looking For

Juris Doctorate from an accredited law school or Bachelor's degree AND 5 years of recognized expert knowledge of and experience with state and federal laws related to public records, including analyzing, interpreting and applying rules, laws and case law related to public records, privacy, medical records, and confidentiality.

Knowledge

- DSHS programs and services;
- Washington records confidentiality laws and public records exemptions;
- Legal proceedings, including discovery and document production requirements.

Skills

- Communicate clearly and concisely, both verbally and in writing;
- Communicate with the media, requesters and public, applying plain talk principles.

Ability to

- Supervise, delegate, advise, monitor, lead, manage, and oversee a diverse group of headquarters and program staff;
- Manage especially project management and leadership;
- Interact with executive management regarding implementation of compliance strategies and action plans;
- Recognize, plan and integrate changes impacting the public records program and to provide sound opinions and advice where law is unclear, changing, or nonexistent.

Interested

1. Submit a resume
2. Letter of Interest
3. 3 professional references

Questions Contact tracie.kidd@DSHS.wa.gov