

Tightwad Fire Protection District
Personnel, Public Information, and Privacy Services Agreement
Resolution 26-03

WHEREAS, Pursuant to RSMo 432.070, the Tightwad Fire Protection District shall not make any contract:

...unless such contract be made upon a consideration wholly to be performed or executed subsequent to the making of the contract; and such contract, including the consideration, shall be in writing and dated when made, and shall be subscribed by the parties thereto, or their agents authorized by law and duly appointed and authorized in writing.

; and

WHEREAS, The Board of Directors of the Tightwad Fire Protection District desire to have an agreement for district management services.;

NOW, THEREFORE, BE IT RESOLVED:

1. The "Personnel, Public Information, Privacy Services Agreement" with Jared Christopherr Smith, which is attached hereto as Exhibit 1, is approved and President Jeffrey Hunt is authorized to sign said Contract with the provision of a satisfactory legal review by the District's legal counsel;
2. The President is directed to ensure the service contract with Jared Christopher Smith is monitored in accordance with Section 1. g. i. and 1. g. ii. of the Procurement of Service Contract Practices of Purchasing Policy #824; and
3. The Treasurer is directed to ensure the disbursement to Jared Christoper Smith is in accordance to the Encumbrance Section of Disbursements Policy #836.

Duly passed by the Tightwad Fire Protection District Board of Directors this 19th day of February, 2026 .

Jeffrey Hunt, Chair of the Board of Directors
Tightwad Fire Protection District

ATTEST:

Monte Olsen, Secretary Pro Tem
Tightwad Fire Protection District

Exhibit 1

PERSONNEL, PUBLIC INFORMATION, PRIVACY SERVICES AGREEMENT

THIS AGREEMENT made this ___th day of _____ 20 __, is by and between the Tightwad Fire Protection District, hereinafter called the “District,” and Jared Christopher Smith hereinafter called “Contractor.”

WHEREAS, THE DISTRICT AND CONTRACTOR MUTUALLY AGREE TO THE FOLLOWING:

1) The Contractor agrees to perform the Scope of Work as described in **ATTACHMENT A**, which is attached hereto and incorporated by reference. The methods and manner Contractor uses to accomplish that work are not specified by the District. Any materials or work product produced in performance of this Agreement are the property of the District and shall be turned over to the District upon request.

2) The District shall pay Contractor for work performed under this Agreement as follows:

Monthly Rate: Five Hundred Dollars (\$500.00)

Said payment to be made by the District upon receipt of an itemized invoice submitted via Contractor’s usual billing form to:

Treasurer
Tightwad Fire Protection District
1185 East Highway 7
Tightwad, Missouri 64735-9298
Or via e-mail to treasurer@tightwadfpd.org

3) Contractor is an independent contractor for whom no federal or state income tax will be deducted by the District, and for whom no retirement benefits, social security benefits, insurance benefits, vacation and sick leave, workers compensation and similar benefits that may be available to District employees will accrue or be owed Contractor further understands that annual information returns as required by the Internal Revenue Code and Missouri’s Income Tax Law will be filed by the District with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules, and regulations including, but not limited to, employment, labor hours, working conditions, payment of wages, and payment of taxes, including unemployment, social security, and all other payroll taxes.

4) Contractor shall supply District with completed and factual IRS Form W-9.

5) Contractor shall indemnify, defend, and hold harmless the District, its officers, agents, and employees from any loss, liability, claim, damage, and expense, including reasonable attorney’s fees, arising from or attributable to any acts or omissions of Contractor, including its officers, agents, and employees, in performing its obligations under this Agreement, including without limitation for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data

furnished under the Agreement, or based on any libelous or other unlawful matter contained in such data.

6) This Agreement shall be governed by the laws of the State of Missouri as to interpretation and performance. The proper venue for any dispute arising under this Agreement shall be Henry County, Missouri.

7) This Agreement may be amended only in writing and signed by both parties.

8) This Agreement may be terminated with 45 days written notice by either party.

9) This Agreement may not be assigned in whole or in part without written consent of either party.

10) Contractor shall supply tools and equipment necessary to perform work under this Agreement. Contractor is authorized, but not required, to utilize District equipment specifically used to conduct fire service operations which would otherwise be outside administrative activities specifically listed in this Agreement. Examples of District equipment usage include, but not limited to, equipment required for training purposes; non-compensated volunteer activities outside of responsibilities of those listed under this Agreement; and non-designated activities, at Contractor's discretion, requested by the Board, the Fire Chief, or the District Manager.

11) Contractor assures that to the best of Contractor's knowledge there exists no conflict of interest with performing the Scope of Work and every effort will be made to avoid the appearance of any conflict of interest between Contractor, Contractor's family, business, or financial interest, and the services provided under this Agreement. Should this situation change while this Agreement is active then Contractor shall advise the District of such change.

12) This Agreement shall be automatically reviewed and renegotiated by both parties during open board meeting whenever a significant budgetary event has occurred. Significant budgetary event shall be defined as any revision or amendment to the 2026 budget; establishment of the 2027 and/or subsequent budgets; award of any Grants which allow funds to be used for District administrative purposes; and any increase in District revenue through voter approved ballot measures, expansion of services, or other perpetual increase in District revenue.

13) This Agreement will remain in effect until the end of Fiscal Year 2026 (31 Dec 2026) unless otherwise amended in writing and signed by both parties.

IN WITNESS WHEREOF, the District and Contractor have executed this Agreement on the date stated above.

CONTRACTOR

TIGHTWAD FIRE PROTECTION DISTRICT

Signed: _____.

Signed: _____

Name: Jared Christopher Smith, Proprietor

Jeffrey Hunt, President

Contacting Mailing Address:

Tightwad Fire Protection District

3681 NE Hwy YY

Clinton, Missouri 64735-8207

Or via e-mail to sfc.jared.smith@pm.me

ATTACHMENT A

SCOPE OF WORK

Services start no later than April 1, 2026.

The Primary Responsibilities, Administrative Duties, and Important Duties of the “Personnel Officer, Public Information Officer, and Privacy Officer Positions/Role Descriptions”, as amended, which is attached hereto as Exhibits I, II, and III.

To focus attention on responsibilities and duties that will help reduce administrative burdens of the Fire Chief and the Assistant Fire Chief, especially with personnel staffing and planning, public relations and strategic partner development, administrative regulatory compliance, and district training functions.

To support the Fire Chief, Assistant Fire Chief, and District Manager’s increased recruitment and retention of operations personnel, with special emphasis on talent pool development and Total District Involvement in Recruiting (TDIR) programs.

To support the Fire Chief and District Manager’s responsibilities to prepare for and participate in the first Public Protection Classification field audit survey of the Village of Tightwad by Insurance Services Office, Inc.

To focus attention on responsibilities and duties that will help reduce administrative burdens of the President, Board, and District Manager, especially with personnel management, community partner development, and community education campaigns.

To support the Board’s preparation of a long-term Strategic Master Plan regarding facilities (including compliance with the Americans with Disability Act), any expansion of borders, staffing, development of key performance indicators, and emergency medical services.

To coordinate with the Fire Chief, Board, and District Manager to identify, evaluate, and establish youth program to support talent pool development and improve community relations.

To support District recruiting initiatives through school programs, regional career fairs, and other major events within the District and surrounding communities.

To support the Board's public relations priorities by, upon request by the Board, developing and designing public information and marketing materials (such as flyers, signage, and District branded materials). All materials will be presented to the Board for approval before production and usage.

To support the President, Board, District Manager in development of personnel transition planning policies and program to ensure seamless operations throughout future staffing changes.

Exhibit I

Position/Role Description Personnel Officer

<u>Direct Report of:</u>	District President	Board of Directors
<u>Peers With:</u>	District Manager Chief Quality Assurance and Quality Improvement Coordinator	Safety Officer Privacy Officer Public Information Officer
<u>Direct Reports:</u>	District Headquarters Remote	Coal Station
<u>Locations:</u>	District Headquarters Remote	Coal Station
<u>Resources Provided for District business:</u>	Laptop computer Photocopier/printer access Training and education	Badge Business cards Email address
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM)	
<u>Compensation and Allowances:</u>	Per contract monthly rate	
<u>Assignment:</u>	Flexible	On – Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Provide assistance as necessary in administration of the District Personnel Policies and Practices, and to provide advice and interpretation for compliance with the District Personnel Policies and Practices, including recommending to the Board, additions to, deletions from or revisions to the District Personnel Policies and Practices.

Confidentially maintain all District employment data, including the District's official personnel files.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the Chief, District Manager, and Board of Directors in terms of policy and planning but works independently to support excellent employee relations.

Position/Role Description

Personnel Officer

Administrative Duties:

- Prepares reports and documentation of training, maintenance, operations, and other activities
- Prepares and delivers presentations and reports to the District's Board of Directors
- Prepares annual budget requests to the Budget Officer
- Controls spending within budget

Important Duties:

- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., non-discrimination
- Helps draft and recommend policies and goals and content for the District's Strategic Master Plan
- Establishes and maintains District human resources management procedures and guidelines
- Works with Fire Officers to review standard operating procedures or guidelines to ensure consistency with District Personnel Policies and Practices.
- Identifies District positions that would preclude employment of a minor.
- Provides candidates and employees information on organizational philosophy, benefits, and District policies, including information or referral to the District Chaplain or Employee Assistance Program.
- Conducts exit interviews and informing the appropriate parties of summary results.
- Investigates all reported violations of prohibited practices and unfair employment practices and takes appropriate action.
- Works with the Budget Officer to review proposed organization structure changes from job evaluation and budgetary standpoints and to prepare recommendations to the Board.
- Provides internal and external recruitment processes.
- Administers the District's workers' compensation insurance policies, including claims.
- Ensures that computer and voice communication system access privileges are terminated when appropriate in cases of transfer, termination, or changes of assignment.
- Assists with conciliation if requested.
- Assists with performance improvement counseling and throughout the disciplinary process, particularly ensuring there is sufficient supporting documentation to support all disciplinary actions.
- Manages the District's Occupational Health and Safety and Infection Control programs.
- Conforms to and enforces District policies and human resources management procedures or guidelines
- Operates office equipment as necessary
- Evaluates need and makes recommendations for use professional services for human resources
- Works with the Training Officer and Chaplain to develop human resources management education and training

Position/Role Description

Personnel Officer

- Initiates continuous improvement of human resources management functions, improved outcomes by sponsoring quality assurance and quality control activities reducing costs and cycle time and streamlining work processes
- Provides processes to assure seamless quality customer service
- Ensures training and education as necessary to increase knowledge and use of human resources management processes
- Supports human resources investigation activities
- Approves and attends conferences and seminars to keep abreast of developments in emergency services and public administration
- Initiate, leads, or sponsors special projects such as ISO improvement, fire station construction, strategic master plan update, economic development, elections, etc.
- Works with the Chief to develop employee recruitment and retainment programs
- Participates in the hiring process, including interviewing applicants and candidates in the promotion process
- Recommends personnel actions to the Board of Directors

Desired Knowledge:

- Principles, practices, methods, and equipment employed in modern emergency services
- Safety standards and precautions pertaining to EMS, first aid, and fire suppression activities

Required Knowledge:

- Laws and regulations pertaining to the human resources management, including Missouri Department of Health and Senior Services regulations, e.g., EMS licensure and administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Organizational leadership principles and practices
- Principles and practices of management systems and processes
- Best practices of human resources management

Position/Role Description

Personnel Officer

Required Abilities:

- Follows direction from the District President
- Uses good judgment in human resources management functions consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Gathers information by communicating with others and obtaining data
- Prepare reports and documentation as necessary with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Comprehends and makes inferences from written material
- Provides organizational leadership
- Performs leadership and managerial responsibilities
- Assesses overall administrative effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Defines the human resources management training and educational needs of District personnel
- Communicates with co-workers, candidates for employment, and District personnel in face-to-face, one-on-one, group, or over the telephone types of settings.
- Observes, monitors, and compares data to determine compliance with the District's policies and administrative procedures
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations

Desired Licensure:

None

Required Licensure:

None

Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training
- Four years of supervisory, managerial, and/or leadership experience with familiarity of all aspects of human resources management

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Position/Role Description

Personnel Officer

Working Conditions:

Office environment

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

Physical Requirements:

- Lifts boxes and containers weighing approximately 25 pounds
- Communicates effectively via telephone or TTY/TDD

Additional Requirements:

- Ability to respond to the District within 60 minutes when available for duty
- Managing projects, tasks, follow-ups, etc.
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.

Exhibit II

Job Description Public Information Officer

<u>Direct Report of:</u>	District President	
<u>Peers With:</u>	District Manager Quality Assurance and Quality Improvement Coordinator	Fire Chief Safety Officer Privacy Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	District Headquarters Remote	Coal Station
<u>Resources Provided for District business:</u>	Radio scanner Business cards Response application	Photocopier/printer access Badge Training and education
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM)	
<u>Compensation and Allowances:</u>	Per contract monthly rate	Mileage, and wireless telephone allowances
<u>Assignment:</u>	Flex-time	On – Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Communicating information to the public, particularly during incidents but also while conducting publicity and informational activities.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the Fire Chief, District Manager, and Board of Directors in terms of policy and planning but works independently while planning and conducting publicity and informational activities.

Job Description

Public Information Officer

Administrative Duties:

- Prepares reports and documentation of publicity, informational, and other activities
- Prepares and delivers presentations and monthly reports to the District's Board of Directors
- Prepares annual budget requests to the Budget Officer
- Controls spending within budget

Important Duties:

- On behalf of the Fire Chief, serves as the primary spokesperson for operations
- On behalf of the District Manager and Board of Directors, serves as the primary spokesperson for the District
- Assists with community training and education activities.
- Follows applicable state and federal regulations and statutes, particularly involving privacy
- Proposes general procedures, standards, and goals for publicity and informational activities
- Conforms to District policies and standard operating procedures or guidelines, particularly those dealing with privacy
- Provides processes for publicity and informational activities
- Assists with development of District activities and programs, including community activities, education, and emergency preparedness
- On behalf of the Fire Chief or District Manager, attends regular meetings and activities involving local, regional, state, and federal agencies, especially for regional planning and emergency preparedness
- Responds to incidents at the request of the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures or guidelines, including establishment and operation of the Joint Information System within the National Incident Management System
- Works cooperatively and jointly to provide seamless quality customer service
- Observes periodic training exercises and drills to increase emergency services knowledge
- Attends conferences and seminars to keep abreast of developments in emergency services and public administration

Required Knowledge:

- Internet, social networking, and social media, e.g., Facebook, Twitter, etc.
- Basic Life Support (BLS) emergency medical services concepts
- Fire hazards and fire prevention concepts
- District streets, roads, highways, locations, and known hazards
- Safety standards and precautions pertaining to fire suppression, EMS, and first aid activities
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration, especially privacy
- Leadership principles and practices for a modern emergency services organization
- Principles and practices of management systems and processes

Job Description

Public Information Officer

Required Abilities:

- Interacting with internet, social networking, and social media, e.g., Facebook, Twitter, etc.
- Follows commands and instructions
- Uses good judgment in publicity and informational activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with the media, District employees, other officials, the public, and other agencies.
- Works well with the media, public, and employees of other agencies
- Works safely without presenting a direct threat to self or others
- Gathers information by interviewing
- Prepares media releases, reports, and written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicates with media, co-workers, and employees of other agencies
- Comprehends and makes inferences from written material
- Performs a broad range of leadership, supervisory, and managerial responsibilities over others, including disciplining employees
- Assesses overall operational effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Participates in periodic training exercises and drills, including activities involving regional disaster response
- Communicates with the media, District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings
- Basic computer skills such as emailing, word processing, and presentations

Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training, especially in mass communication or public or community relations
- Two years of emergency experience with familiarity of all phases of emergency services operations
- Two years of public or community relations

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Job Description

Public Information Officer

Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

Physical Requirements:

- Hears and responds to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicates effectively via telephone

Additional Requirements:

- Ability to respond to incidents within 15 minutes when available for duty
- Excellent attendance and active participation
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.

Exhibit III

Position/Role Description Privacy Officer

<u>Direct Reports of:</u>	District President	
<u>Peers With:</u>	Chief Facility Manager Quality Assurance and Quality Improvement Coordinator	District Manager Personnel Officer Safety Officer Public Information Officer
<u>Director Reports</u>	None	
<u>Locations:</u>	District Headquarters Remote	Coal Station
<u>Resources Provided for District business:</u>	Laptop Computer Photocopier/printer access Training and education	Badge Business cards
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Emergency Medical Services Association (MEMSA)	
<u>Compensation and Allowances:</u>	Per contract monthly rate	Mileage reimbursement
<u>Assignment:</u>	Flex-time	On—Call Business hours
<u>Maximum Staffing Level:</u>	1 Position	

Primary Responsibility:

Lead, direct, manage, develop, implement, maintain, and review the District's adherence to confidentiality and privacy policies and practices, including investigation of complaints and reports of unauthorized disclosure of personal information (PI), personally identifiable information (PII), and protected health information (PHI) in compliance with federal and state laws and the District's information confidential and privacy policies and practices.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the Chief, District Manager, and Board of Directors in terms of policy and planning, but works independently to ensure protection of PI, PII, and PHI.

Administrative Duties:

- Prepares reports and documentation on complaints, investigations, and other activities
- Prepares and delivers presentations and reports to the District's Board of Directors
- Prepares annual budget requests to then Budget Officer
- Controls spending within budget

Position/Role Description

Privacy Officer

Important Responsibilities:

- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., confidentiality and privacy
- Helps draft and recommend policies and goals and content for the District's Strategic Master Plan
- Provides development guidance and assists in the identification, implementation, and maintenance of the District's confidentiality and privacy policies and practices in coordination with the District's management and administration and District's attorney
- Performs initial and periodic confidentiality and privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the District's other compliance and operational assessment functions, e.g., quality assurance and quality improvement
- Works to ensure the District has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current District and legal practices and requirements
- Works with the Personnel Officer and Training Officer to ensure each member of the Board of Directors and all personnel receive education regarding District policies and practices regarding confidentiality and privacy
- Participates in the development, implementation, and any ongoing compliance monitoring of all contractor and supplier agreements, to ensure all confidentiality and privacy concerns, requirements, and responsibilities are addressed, e.g., third-party billing company
- Establishes mechanisms to track access to and retention of PI, PII, and PHI, within the purview of the District and as required by law and to allow qualified individuals to review or receive a report on such activity
- Oversees recipient rights to inspect, amend, and restrict access to PI, PII, and PHI when appropriate
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the District's confidentiality and privacy policies and practices and reports of unauthorized disclosure of PI, PII, and PHI
- Ensures compliance with confidentiality and privacy policies and practices and consistent application of disciplinary action for failure to comply with confidentiality and privacy policies for all individuals with the District
- Initiates, facilitates, and promotes activities to foster confidentiality and privacy awareness within the District
- Serves as the confidentiality and privacy liaison for administrators and users of the District's human resources and incident management systems
- Reviews all system-related information security plans throughout the District's network to ensure alignment between security, confidentiality, and privacy practices, and acts as a liaison to the Information Security Officer
- Works with all District personnel involved with any aspect of release of PI, PII, and PHI, to ensure full coordination and cooperation under the District's policies and practices and legal requirements

Position/Role Description

Privacy Officer

- Serves as information privacy consultant to the District.
- Cooperates with the Office of Civil Rights and other legal entities in any compliance reviews or investigations
- Works with the District's attorney and other related parties to represent the District's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.
- Initiates continuous improvement of confidentiality and privacy practices, improved outcomes by sponsoring quality assurance and quality control activities reducing costs and cycle time and streamlining work processes
- Provides processes to assure seamless quality customer service
- Attends conferences and seminars to keep abreast of developments in applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure District adaptation and compliance

Desired Knowledge:

- Principles, practices, methods, and equipment employed in modern emergency services
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Emergency medical services (EMS)
- Information privacy technologies

Required Knowledge:

- Laws and regulations pertaining to federal and state confidentiality and privacy laws and accreditation standards
- Organizational leadership principles and practices
- Principles and practices of management systems and processes
- Best practices of accessing, collecting, securing, disclosing, using, and retaining PI, PII, and PHI

Required Abilities:

- Follows direction from the District President
- Uses good judgment in maintain confidentiality and privacy of PI, PII, and PHI consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees
- Gathers information by communicating with others and obtaining data
- Prepare reports, presentations, and documentation as necessary with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Comprehends and makes inferences from written material in the English language
- Provides organizational leadership
- Performs leadership and managerial responsibilities
- Assesses overall administrative effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision

Position/Role Description

Privacy Officer

- Review or check the work of others for conformance to procedures, standards, policies, regulations, and/or statutes
- Defines training and educational needs of District personnel regarding confidentiality and privacy of PI, PII, and PHI
- Communicates with District personnel, the public, and recipients of District services in face-to-face, one-on-one, group, or over the telephone types of settings, including provides feedback to District personnel
- Observes, monitors, and compares data to determine compliance with the District's policies and administrative procedures
- Basic computer skills such as emailing, word processing, spreadsheets, data bases, and presentations

Desired Licensure or Certification:

- Emergency Medical Technician Basic
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification

Required Licensure:

- None

Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training
- Successful completion of courses in emergency services and health administration
- EMS field experience, preferably as Supervisor

Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

Working Conditions:

Office environment

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

Physical Requirements:

Communicates effectively via telephone or TTY/TDD

Position/Role Description
Privacy Officer

Additional Requirements:

- Ability to respond to the District within 90 minutes when available for duty
- Managing projects, tasks, follow-ups, etc.
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

Note: This Job Description will be reviewed from time to time and adjusted, if necessary.

Parts of this document were created using information from the American Health Information Management Association