

**Position/Role Description**  
**Custodian of District Records**

<u>Direct Report of:</u>	District's Board of Directors	
<u>Peers With:</u>	Medical Director Auditor Attorney Chair/President	Treasurer Secretary Budget Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	District Headquarters	Remote
<u>Resources Provided for District business:</u>	Laptop computer Photocopier/printer access Training and education	
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Association of Fire Protection Districts (MAFPD)	
<u>Compensation and Allowances:</u>	Paid \$25 per hour	Mileage reimbursement
<u>Assignment:</u>	Designated by Board	Two-year term elected in April of even years
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Maintenance of District records in accordance with the Missouri Sunshine Law and the State and Local Records Law.

Consults with the District's Board of Directors, and Attorney, in terms of maintenance of and public access to District, records but singularly serves the District's Board of Directors at their pleasure.

Administrative Duties:

- Ensures possession and protection of the District's public records
- Assists the Budget Officer as necessary with preparation of the annual budget message
- Prepares annual Custodian of District Records budget requests to the Budget Officer
- Controls spending within budget for the Custodian of District Records

Statutory Duties

- Receives any message as public record relating to public business transmitted by electronic means by a member of the District's Board of Directors to two other members of the District's Board of Directors

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- Ensures the District's public records are made available for inspection and copying by the public
- Ensures that no person removes original public records from the District of possession of the Custodian of District Records without written permission of the Custodian of District Records
- Acts upon each request for access to the District's public record as soon as possible, but in no event later than the end of the third business day following the date the request is received by the District's Custodian of Records
- Gives a detailed explanation of the cause for further delay and the place and earliest time and date that a District's public record will be available for inspection, if access to the District's public record is not granted immediately or for reasonable cause within a period of three days for document production
- Provides, upon request by the requestor of access to a District's public record and no later than the end of the third business day following the date that the request for the statement was received, a written statement of the grounds for a request for access that is denied—such statement citing the specific provision of law under which access is denied
- Ensures that no District record is destroyed or otherwise disposed of unless it is determined by the State Records Commission or District's Board of Directors that the record has no further administrative, legal, fiscal, research or historical value
- Ensures that non-record materials or materials not included within the statutory definition of records are not destroyed until approved by the District's Board of Directors or the State Records Commission.

#### Important Duties:

- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., Missouri Sunshine Law
- Helps to District policies and practices and applicable state and federal regulations and Statutes to District recordkeeping
- Establishes and maintains administrative standards and practices for District recordkeeping
- Operates office equipment as necessary
- Notifies the District's Board of Directors and Attorney regarding any subpoena for District Records
- Continuously improves accounting accuracy, timeliness, and completeness; streamline work processes; and work cooperatively and jointly to provide quality seamless customer service
- Attends conferences and seminars to keep abreast of developments in public administration and recordkeeping
- Supports special projects such as digitalizing records, population of online record repositories, etc.

#### Desired Knowledge:

- Organizational principles and practices of management systems and processes
- Principles and practices for a modern emergency services organization and management systems and processes

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#### Required Knowledge:

- Recordkeeping
- State and federal statutes and regulations pertaining to recordkeeping of public records
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to recordkeeping of District's records

#### Required Abilities:

- Follows direction from the District's Board of Directors
- Uses good judgment in administrative tasks and activities consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships with co-workers and works well with members of the District's Board of Directors
- Gathers information by communicating with others and obtaining data
- Communicating using clearly organized thoughts using proper English sentence construction and grammar
- Comprehends and makes inferences from members of the Board of Directors, invited guests, the media, and members of the public
- Communicates respectfully with other members of the Board of Directors, invited guests, the media, and members of 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 spreadsheets

#### Desired Licensures:

Driver's license

#### Required Licensures:

None

#### Required Training and Experience:

- Completion within six months of election the training statutorily required for all members of the Board of Directors
- Participation in any recordkeeping seminars or workshops sponsored by the Missouri Attorney General's Office
- Combination of experience and education that meet the training and experience may be substituted for the following:
  - Two years clerical or recordkeeping experience
  - Associate degree or vocational training certification

#### Confidentiality:

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

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Working Conditions:

- Office environment

Required Mental and Visual Demands:

- Intense and exacting mental and visual attention
- Continuous attention to detail

Physical Requirements:

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

Additional Requirements:

- 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 Secretary does not have personal insurance coverage

*Note: This Position/Role Description will be reviewed from time to time and adjusted, if necessary.*