**Public Information Administrator Standard Job Description**

**Classification Title:** Public Information Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Public Information Administrator, under general supervision, provides liaison support between departments/divisions and the public requesting information under the Texas Public Information Act.

**Essential Duties and Responsibilities:**

**30% Administration of Public Information Requests (PIRs)**

* Works with the System Office of General Counsel (OGC) throughout the request process.
* Reviews responses and notes exceptions to disclose information that is protected under the Family Educational Rights and Privacy Act (FERPA).
* Redacts information as directed by the Office of the Attorney General prior to release.
* Communicates with appropriate administrators regarding high profile requests.
* Coordinates with Texas A&M University System (TAMUS) Agency Public Information Officers when requests involve multiple System components.
* Processes requests directed at TAMUS and assists with response as needed.

**20% Communication and Collaboration**

* Communicates with the Marketing and Communications regarding media requests and requests with public relations implications.
* Assists requestors on how to place a new PIR.
* Provides cost estimates to requestors and advises more economical means to obtain information when necessary.
* Seeks clarification from requestors as needed.

**10% Redaction and Information Handling**

* Assists with redaction of responsive information and marks for possible exceptions to disclosure.
* Redacts police reports in accordance with the Public Information Act (PIA), Police, and Family Educational Rights and Privacy Act (FERPA).

**10% Tracking and Log Management**

* Accepts, acknowledges, assigns tracking number, and distributes new PIRs.
* Updates tracking log on receipt of requests, receipt of responses, due dates, and actions regarding requests.
* Follows up with departments to ensure timely response to requestors.

**10% Review and Compliance**

* Compiles and prepares responses to requests for OGC review.
* Reviews responses and notes information that is protected under FERPA.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in program or project management or administration including at least two years of related experience in a public information environment.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* -Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of Public Information Act and FERPA.
* Strong verbal and written communication skills.
* Strong analytical and organizational skills.
* Ability to recognize exceptions to disclosure and exceptions deemed confidential by law.
* Ability to prioritize tasks and meet strict deadlines.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**