

FOIL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work responsible for overseeing the administration of Freedom of Information Law (FOIL) requests. This role involves managing the intake, processing, and response to FOIL requests, ensuring compliance with legal requirements and promoting transparency within the organization in a timely manner. The work is performed under the general supervision of a higher-level administrator or attorney and supervision may be provided to lower-level staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and coordinates the workflow of Freedom of Information Law (FOIL) requests by tracking requests and ensuring all Records Access Officers (RAOs) and FOIL Appeals Officers respond to all incoming requests and appeals timely and accurately;

Interviews RAOs to identify the types of records available, aids RAOs in collecting relevant documents, conducting legal research, evaluating the records to decide if they should be released, withheld, or redacted and assists RAOs in drafting written responses with legal guidance when needed;

Responds to questions from Records Access Officers who are responsible for handling and processing FOIL requests and ensures requests are handled in accordance with state laws and regulations;

Coordinates responses for multiple FOIL requests submitted to more than one County agency;

Maintains records and tracking system for all FOIL activity and manages the FOIL software;

Provides information to individuals and organizations, both internally and externally, regarding the status of FOIL requests;

Seeks guidance and receives direction from the Department of Law to ensure proper documentation and appropriate responses to requests for information;

Prepares and maintains statistical reports on FOIL requests/appeals including trends, response times and compliance metrics, as required by the County Attorney;

Acts as the primary point of contact for FOIL inquiries, providing guidance to staff and the public;

Provides administrative support to the FOIL team, including individuals within County agencies, FOIL Appeals Officers and attorneys working on FOIL issues and requests;

Maintains up-to-date knowledge on developments and best practices in FOIL and Open Meetings Law (OML);

Performs legal research regarding FOIL and OML;

Develops, conducts and coordinates orientation and trainings on FOIL and OML processes and regulations and the County's FOIL software for new and existing employees;

Assists in the formulation and implementation of the County's FOIL policy and procedures and advises the RAO's of any updates or changes;

Supports county departments in understanding their roles and responsibilities in responding to FOIL requests;

Assists attorneys in the preparation of litigation hearings and trials by gathering records, assisting attorneys with researching, drafting and preparing legal documents, timely filing of legal documents, maintaining legal digital files, etc.;

Identifies opportunities to enhance the FOIL process for efficiency and effectiveness;

(over)

Uses computer software and applications or other automated systems such as spreadsheets, word processing, email and database software necessary for performing work assignments;
Supervises and allocates work to lower-level staff, manages the day-to-day functions and addresses workplace issues;
Recommends policy changes and improvements as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Freedom of Information Law (FOIL) and the Open Meetings Law (OML) process, procedures and terminology; thorough knowledge of the time period in which FOILs must be responded to; good knowledge of interviewing techniques in order to gather and provide information; ability to prepare written material and reports and maintain accurate records; ability to review and respond to information; ability to supervise the work of others; ability to perform legal research and prepare legal documents; ability to develop and conduct training sessions related to FOIL and OML; ability to establish and maintain cooperative relationships with others; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to use computer software and applications or other automated systems in the performance of work assignments*.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and four (4) years of experience in a law related setting (e.g., corporate, municipal, private practice) performing law-related tasks (e.g., completion of legal documents, resolutions or contracts, performing legal research, preparation of materials for cases under litigation), at least one (1) year of which must have been in a supervisory capacity.

NOTE: A Bachelor's degree or higher that included or was supplemented by thirty (30) credits in paralegal or legal studies or related field may be substituted for one (1) year of experience in a law related setting (e.g., corporate, municipal, private practice) performing law-related tasks (e.g., completion of legal documents, resolutions or contracts, performing legal research, preparation of materials for cases under litigation).

PROMOTION: Two (2) years of permanent status as a FOIL Specialist.

*To be demonstrated during the probationary period.