

PUBLIC DISCLOSURE SPECIALIST**Reports to: Public Records Officers****POSITION SUMMARY:**

The Public Disclosure Specialist is responsible for administering and coordinating responses to public records requests in compliance with the Washington State Public Records Act (RCW 42.56). Working under the direction of the Public Disclosure and Records Officers, this position is expected to work independently ensuring response timelines are met with accurate and complete responses. Using various software tools, such as GovQA, Adobe and others, this position will independently search for, review and prepare responses to agency public disclosure requests. As needed this position will interact with other staff across the College to gather and evaluate requested materials. This position will also occasionally seek advice or guidance from the Assistant Attorneys General's office to ensure accurate interpretation of RCWs. This position may be performed in a hybrid format.

This is a part-time hourly position, up to 79 hours a month for the 2025-2026 academic year only.**ESSENTIAL FUNCTIONS:**

- Receive, log, and track public records requests submitted to the college.
- Analyze the scope and intent of each request to determine records needed and coordinate fulfillment.
- Communicate with requesters to clarify, narrow, or modify requests as appropriate.
- Clarify and prioritize elements of requests, prepare response letters, and schedule appointments to review records.
- Use records management or disclosure software (e.g., GovQA, FOIAXpress).
- Enters requests received outside of GovQA into the college tracking system.
- Collaborate with departments (e.g., HR, IT, Academic Affairs) to identify and gather responsive records.
- Review records to identify exempt or confidential information under RCW 42.56 and related statutes.
- Apply appropriate redactions and prepare exemption logs as required by law.
- Ensure all disclosures comply with state law, college policy, and FERPA (for student records).
- Monitor and adhere to statutory response timelines and maintain complete documentation of process.
- Coordinate with the college's legal counsel on complex or sensitive requests.
- Maintain detailed records of all requests, correspondence, decisions, redactions, and final disclosures.
- Notify staff of public records being requested when applicable.
- Prepare periodic reports and metrics on public records activity for college leadership.

Qualifications:**Minimum Qualifications**

- Two years of experience working with public records, legal compliance, or administrative support in a public agency.

Preferred Qualifications

- Associate degree
- Experience in a Washington State public institution (e.g., higher education, municipal, or state agency).
- Knowledge of Washington State Public Records Act (RCW 42.56) and FERPA.
- Experience with records management systems or public records request platforms.

Terms of Employment:

This is a part-time position that works with the athletic director, NWAC athletic commissioners and campus departments to ensure compliance with all NWAC rules and regulations in areas including but not limited to: fundraising, recruiting, eligibility, schedules, travel and preparing student athletes for competition.

This is a part-time hourly, non-benefit-eligible position, up to 79 hours per month for the 2025-26 academic year only (starting as soon as possible until June 30, 2026), with an hourly rate of \$25 to \$30 per hour.

Conditions of Employment:

- An offer of employment will not carry with it any responsibility or obligation on the part of the College to sponsor an H-1B visa. Wenatchee Valley College only employs U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show proof of identity, and eligibility verification as required by the U.S. Citizenship and Immigration Services.
- All offers of employment are subject to background checks. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Finalists are required to complete the sexual misconduct disclosure form as required under RCW 288.112.080.
- A valid Washington state driver's license may be required.

Application Procedure:

Applicants must submit all of the following (e-mail submission is preferred):

- A cover letter that clearly indicates how you meet the minimum and desirable qualifications. The letter should thoroughly detail how your education, training and experience demonstrate your ability to perform the specific responsibilities.
- A current resume
- At least two references with their email addresses.

*It is your responsibility to submit all required application materials before the deadline. **Please do not send portfolios or other unsolicited materials.** They will not be shared with the screening committee and cannot be returned to you. Only the finalist will be asked to send additional materials. **We do not accept faxed application materials.***

Application materials may be sent to:

Wenatchee Valley College
Human Resources
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
Email: jobs@wvc.edu
Website: <http://www.wvc.edu/jobs>

SELECTION PROCEDURE:

Open until filled. First review of applications will begin on August 15, 2025. Wenatchee Valley College reserves the right to offer this position to a qualified candidate at any time, so your prompt response is encouraged. **Please contact executive director of human resources, Lisa Turner at (509) 682-6445 or ltturner@wvc.edu with further questions.**

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human

resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

Equity Statement:

Research suggests that women, gender diverse, BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Manager, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed or modified at any time.