



The University of Texas at San Antonio™

Job Description

Job Title:	Open Records Manager	Job Family:	UT005- Compl/Lgl
Type:	Classified – Non-Exempt	Job Code:	19046
Department:	Legal Affairs	Salary Grade:	61
Reports to:	Chief Legal Officer	Created/Revised:	11/17/2021
Work Modality:	On Campus or Remote, as assigned		

Job Summary

To provide professional skills and general administration of Texas Public Information Act (TPIA) requests .Under guidance from the Chief Legal Officer and Public Information Officer, responsible for analyzing, tracking, and coordinating responses to requests for documents, records, and public information and ensuring UTSA compliance with TPIA state guidelines.

Core Responsibilities

1. Receives, tracks and reviews requests for public information under the TPIA.
2. Evaluates TPIA requests and in conjunction with Public Information Officer and other UTSA stakeholders, determines if clarification and/or narrowing of scope is needed.
3. Directs internal departments (campus liaisons) to gather documents in response to TPIA requests. Provides guidance to liaisons in determining responsiveness.
4. Reviews collected documents for responsiveness and, in consultation with the Public Information Officer, determines which TPIA exceptions apply to the information. Makes necessary redactions to the responsive information subject to these exceptions.
5. Under guidance from the Public Information Officer, coordinates with UT System Office of General Counsel attorneys to submit briefing requests for TPIA exceptions to the Attorney General.
6. Under guidance from the Public Information Officer, determines and prepares cost estimates and prepares written communication to requester in a timely manner. Ensures payment is collected prior to information release.
7. Maintains electronic system tracking TPIA requests to ensure completion and/or communication within required TPIA deadlines and to comply with any UTSA or UT System requirements.
8. Under guidance from the Public Information Officer, interprets and applies regulations, policies, and procedures and provides instruction and guidance to appropriate personnel regarding the TPIA.
9. Maintains current knowledge of the applicable UTSA and UT system policies, and state and federal laws, including the Texas Public Information Act, Federal and Texas Rules of Civil Procedure, FERPA, and federal and state privacy laws.
10. Consults with Public Information Officer and Chief Legal Officer as needed.

Periodic:

1. Performs research and analysis on various topics as determined by the Public Information Officer and/or Chief Legal Officer.

2. Performs training on open records matters as determined by the Public Information Officer and/or Chief Legal Officer.
 3. Performs other duties as assigned.
-

Minimum Requirements

Education/Certifications

- Bachelor's degree from an accredited institution.
- Must have valid Texas driver's license or be able to obtain by first day of employment.

Experience

- At least three years' experience working in or for the open records function of a public agency or entity.
-

Knowledge Skills & Abilities

- Ability to maintain confidential information.
 - Personal computer and knowledge of Microsoft Office Suite to include Word, Excel, and Outlook.
-

Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions

Working Environment:

- Normal office or remote conditions, as assigned.
- Occasional evening and weekend hours.

Physical Demands:

- Ability to lift 20 lbs with or without reasonable accommodation.
-