

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	ASSISTANT PUBLIC INFORMATION ACT			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 5	DUTY DAYS:	260	DATE REVISED:	10/22/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. One year (1) of experience working with members of the public is preferred. Fluency in Spanish is preferred.

SKILL REQUIREMENTS:

This position requires understanding of the Texas Public Information Act, including deadlines, processes for seeking an exception to disclosure, and calculation of time and cost estimates. The position also requires the ability to communicate and interact with District staff and administrators. Incumbent must have general office skills, such as typing and filing, and must be proficient in Microsoft Office (including Outlook, Excel, and Word) and Google Drive (including Sheets and Docs). Incumbent may be required to operate office equipment and have excellent communication and organizational skills. This position requires that the incumbent have the skill to be very detail oriented. Employees in this position must be able to read, write, and communicate in English in order to receive and to provide information in a timely manner to employees, supervisors, principals, school personnel, and visitors. In addition, the incumbent should possess the ability to think outside the box and be able to contribute to improving workflow and processes in a fast-paced environment.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for assisting with day-to-day administration of the District's public information program. This may include the following: updating the public information database, identifying and routing correspondence to relevant District personnel, reviewing documents for responsiveness and confidentiality, identifying exceptions to disclosure, assisting with recordkeeping and communicating with members of the public regarding requests for information. The incumbent may also be expected to organize meetings with the public to review information and effectively communicate to the public the process for requesting information. May need to attend administrative meetings throughout the fiscal year to provide information to various departments regarding public information.

ESSENTIAL FUNCTIONS:

- Demonstrate ability to adapt to organizational systems, prioritize tasks, manage deadlines, pay close attention to detail, and be resourceful in problem-solving.
- Monitor incoming Public Information Requests and assure that the Public Information Requests are filed in accordance with required deadlines.
- Follow up with District departments regarding requests for documents.
- Update the public information database. Documentation as required by processes.
- Identify and route the correspondence to relevant District personnel.
- Review documents for responsiveness and confidentiality.

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- Identify exceptions to disclosure.
- Write Attorney General letters arguing for exceptions to disclosure of information as needed.
- Maintain integrity and discretion when working on Public Information requests.
- Maintain a professional demeanor.
- Provide an exceptional customer experience for all Austin ISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Standard office environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position will report to the appropriate supervisor of the department. The incumbent will have contact with administrators, staff, and the public.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:

Date: