



JOB DESCRIPTION:	Records Compliance Specialist		
DEPARTMENT:	Compliance & Communications		
REPORT TO:	Vice President Compliance & Communication		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	(# from Budget Office)	DATE APPROVED:	NEW
		DATE MODIFIED:	

SUMMARY: The Records Compliance Specialist manages the administration of the University's public records request process by coordinating the receipt, review, tracking, and timely response to public records requests in accordance with the New Mexico Inspection of Public Records Act (IPRA) and other applicable laws and regulations. Serves as the University's primary resource for the administration of public records requests, coordinating with university departments, legal counsel, governmental agencies, and external requestors to ensure consistent, accurate, and legally compliant responses.

DUTIES:

1. Serves as the University's primary point of contact for public records requests and manages the public records request process from receipt through final response, ensuring requests are coordinated, tracked, and processed in accordance with applicable laws, regulations, university procedures, and established timelines.
2. Reviews responsive records to identify and redact confidential or exempt information in accordance with applicable federal and state laws and regulations. Coordinates with university departments and legal counsel, as appropriate, to facilitate timely, accurate, and legally compliant responses to public records requests.
3. Manages records request tracking systems, documentation, and related records management activities to support records retention, preservation, retrieval, and compliance with applicable records management requirements.
4. Coordinates records preservation activities, litigation holds, and related records retention efforts with Information Technology, legal counsel, and university departments, as appropriate.
5. Coordinates records associated with subpoenas, legal matters, and public records requests, serving as the primary liaison among university departments, legal counsel, governmental agencies, and external requestors.
6. Manages the University's public records administration process, coordinating day-to-day activities and working with leadership on matters requiring additional review or final approval, as appropriate.
7. Prepares, reviews, and coordinates correspondence, notifications, and related communications associated with public records requests, regulatory matters, and other assigned compliance activities.
8. Manages the University's governmental liquor licensing process, including coordination of regulatory applications, renewals, event requests, required documentation, and compliance with applicable state requirements.
9. Provides administrative and operational support for assigned compliance-related programs and initiatives, including ADA administration and other compliance functions.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Legal Studies, Business Administration,

Public Administration, Records Management, Information Governance, or a related field and three (3) to five (5) years of directly related experience; OR an associate's degree in one of the fields listed above and five (5) to seven (7) years of directly related experience; OR a high school diploma or equivalent and seven (7) or more years of directly related experience in public records administration, records management, compliance, legal support, or another directly related field.

2. **Job Knowledge:** Proficiency with redaction software such as Adobe Acrobat and electronic document management systems. Strong understanding of New Mexico IPRA and federal privacy laws. Proficiency in Microsoft 365 applications, including Outlook, Word, Excel, Teams, and SharePoint.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): – Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)