



City of Naperville
Employment Opportunity

Job Title:	FOIA Analyst (1007)
Closing Date:	When filled
Salary:	\$67,291.36 - \$74,020.50 per year
Job Type:	
Location:	 Naperville, Illinois
Department:	
Job Description:	
The City of Naperville seeks a FOIA Analyst to perform administration and analysis of the City's centralized Freedom of Information Act (FOIA) program, with primary responsibility for complex and sensitive FOIA requests. Our FOIA Analyst applies knowledge of FOIA law, legal research, records management, and redaction practices to evaluate requests, review responsive records, provide guidance on FOIA responses, and coordinate with the City's Legal Department and other subject matter experts to ensure timely, consistent, and legally compliant responses. The hiring range for this position is \$67,291.36 - \$74,020.50 per year, commensurate with credentials and experience. The Pay Grade for this position is E230. For additional information, click here.	
Responsibilities:	
• Reviews, analyzes, and coordinates responses to complex, sensitive, or high-priority FOIA requests, including requests involving personnel records, juvenile records, law enforcement records, ongoing investigations, body-worn camera recordings, litigation, and other records requiring specialized review. • Reviews FOIA responses for completeness, accuracy, consistency, and compliance with applicable laws, exemptions, and City procedures. • Analyzes responsive records and recommends appropriate exemptions and redactions in accordance with the Illinois Freedom of Information Act and established City procedures. • Coordinates with the City's Legal Department on complex or legally sensitive FOIA matters and assists in preparing responses to Public Access Counselor inquiries, appeals, and other FOIA-related matters. • Conducts legal and statutory research related to FOIA requests, including applicable exemptions, case law, Public Access Counselor opinions, Attorney General guidance, and other relevant legal authorities. • Assists in preparing responses to Public Access Counselor inquiries, appeals, and other FOIA-related matters and coordinates required documentation and deadlines. • Provides technical and procedural guidance to FOIA Technicians and City departments regarding request interpretation, records collection, exemptions, redaction, and disclosure requirements. • Assists the Deputy Director in developing, implementing, and continuously improving City-wide FOIA policies, procedures, training materials, and quality-control processes. • Provides training and educational resources to City staff regarding FOIA compliance, records management, response procedures, and related requirements. • Monitors assigned FOIA requests to ensure statutory deadlines are met and identifies requests requiring escalation, additional resources, or specialized review. • Assists the Deputy Director in monitoring FOIA workload, response times, trends, and other performance measures and prepares reports and recommendations as appropriate. • Coordinates records collection and review across City departments to ensure responsive records are identified, reviewed, and processed appropriately. • Maintains accurate records and documentation related to FOIA requests, responses, exemptions, redactions, and related correspondence. • Identifies opportunities to improve FOIA workflows, technology, and business processes and assists with implementing process improvements. • Provides guidance and support to FOIA Technicians in resolving questions and unusual or complex requests and serves as a resource for escalation when appropriate. • Performs research using the City's document management systems and other applicable databases and information resources. • Maintains confidentiality of sensitive and legally protected information.	

- Performs all other duties as assigned.

Qualifications:

Required:

- Associate's degree in Public Administration, Business Administration, Records Management, Legal Studies, or a related field.
- Two or more years of records management, public administration, legal support, or similarly related experience.
- One or more years of experience with FOIA administration.
- State of Illinois FOIA Officer certification or ability to obtain certification within 30 days of employment.
- Law Enforcement Agencies Data System (L.E.A.D.S.) certification or ability to obtain within six months of employment.
- Equivalent combinations of education and experience may be substituted.

Preferred:

- Paralegal certification.
- Experience working in a municipal or governmental environment.
- Experience with GovQA or similar public records request management software.
- Experience reviewing, organizing, or redacting public records.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.