

## **PUBLIC NOTICE**

Rives Township is Accepting Applications for FOIA Coordinator

The Rives Township Board is now accepting applications for the Freedom of Information Act (FOIA) Coordinator position. Interested individuals may submit an expression of interest and/or a resume. A cover letter is optional but recommended.

Application Window:  
May 8 – May 22, 2025

How to Apply:  
Email: [clerk@rivestwp.org](mailto:clerk@rivestwp.org)  
Drop-off/mail: 348 E. Main Street, Rives Junction, MI 49277  
(Attn: Clerk Joseph Super)

Applicants should be available to attend public interviews at the Township Board Meeting on June 3, 2025, with the appointment likely to be made the same evening.

Applicants should also be prepared to confirm their interest via a phone call or email from either Clerk Joseph Super or Deputy Clerk (and interim FOIA coordinator) Jobeth Carlton promptly after the office receives the request, so please be sure to provide appropriate contact information for confirmation of interest and availability for interviews.

Any questions can be directed to interim FOIA Coordinator Jobeth Carlton in advance of applying.

Thank you!

- Jobeth Carlton

Posted on 5/7/2025.

## **FOIA Coordinator: What You Should Know**

### **What Is a FOIA Coordinator?**

The FOIA (Freedom of Information Act) Coordinator is responsible for handling public records requests under Michigan's FOIA law. This law ensures transparency and public access to government records.

### **Scope of Duties:**

- Receive FOIA Requests: Monitor the Township's FOIA email and physical mail for new requests.
- Log and Track Requests: Maintain a record of all incoming requests and deadlines.
- Coordinate with Departments: Work with the Clerk and other departments to locate requested records.
- Review and Prepare Records: Redact sensitive or exempt information as needed (with guidance).
- Respond in a Timely Manner: Ensure that all responses comply with the required legal timelines (within 5 business days).
- Calculate Fees: Provide requesters with cost estimates when applicable (copying, labor, materials).
- Communicate Clearly: Respond respectfully and clearly to requesters, even when denying requests.

### **Skills That Help:**

- Strong communication and writing skills
- Ability to stay organized and meet deadlines
- Basic understanding of privacy laws and transparency rules
- A calm, professional demeanor (especially when dealing with difficult or high-stress requests)

### **Why It Matters:**

The FOIA Coordinator plays a vital role in maintaining government transparency, community trust, and compliance with state law. A well-functioning FOIA process shows the Township values honesty, accountability, and public participation.

**You'll Work Closely With:**

- The Township Clerk (often a first point of contact)
- Other Township officials or staff, as needed
- Township vendors, as needed
- Residents and journalists seeking public records

**Important to Know**

- **You're not alone.** The Clerk's Office and legal resources can help when questions arise.
- **Deadlines matter.** Late or incomplete responses can result in fines or legal consequences.
- **You don't need to know everything on Day 1.** Training and resources are available!