

JOB DESCRIPTION

Coordinator, Records Management

Department:	Legislative Services	Reports to:	District Clerk
Effective Date:	April 2018	Supersedes:	April 2015
Classification:	Pre-evaluation NU5	Job Evaluation Date:	To be evaluated

SUMMARY:

Responsible for the implementation, maintenance and training of the corporate records management system using The Ontario Municipal Records Management System (TOMRMS) including creating various policies and procedures to steer the program. Provides assistance and administrative support to the Clerk's office, as required.

MAJOR RESPONSIBILITIES (not limited to):

- Make recommendations for updating, amending and administering the Records Retention By-law.
- Develop, recommend and implement policies, procedures, guidelines, and best practices associated with records management, including archival records.
- Responsible for preparing and implementing project plans related to records management, in collaboration with other internal groups.
- Coordinate the development, implementation and maintenance of both the paper and electronic records management systems, providing direction, guidance and assistance to all departments.
- Provide in-house instruction and training to staff in all departments.
- Responsible for the transfer, inventory, retrieval and disposal of records in accordance with legislative requirements and the Records Retention By-law.
- Ensure compliance with relevant legislation and regulations related to records management and that the classification system is updated on an annual basis.
- Ensure that departments adhere to the policies and procedures associated with the retention and disposal of records. Conduct audits to assess compliance with records management policies, procedures and practices.
- Implement and maintain TOMRMS, as modified, for all District records; coordinate and maintain an inventory of municipal records; monitor the classifications applied to all file subjects to ensure consistency and identify where extra training is required. Monitor retention and disposition dates assigned to new records.
- Assist with the development of the RFP for the Electronic Document and Records Management System (EDRMS) and lead the administration of the chosen system once implemented.
- Assist in processing requests made under MFIPPA by opening files, conducting research and preparing recommendations.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Participate in and act as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.
- Performs other related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Minimum two years post-secondary education, preferably in Records Management or Municipal Administration Program or equivalent.
- Minimum five years related municipal or records management experience.
- Excellent computer skills and knowledge of MS Office and experience with FilePro (file repository) an asset.
- Experience with TOMRMS classification system and document management systems an asset.
- General knowledge of legislation and regulations related to records management.
- Excellent interpersonal, organizational and analytical skills and proven attention to detail.
- Ability to work within a team environment, deal with multiple tasks, and prioritize to meet deadlines.