



## Posting

**Posting Date:** Wednesday, February 5, 2020

**Closing Date:** Wednesday, February 19, 2020 @ 12:00 NOON

**Wage:** \$ 31.16 - \$ 36.69 per hour

**Classification:** Non-union, Staff Class NU5

The Administration department is currently looking for a:

### **Coordinator, Records Management Temporary, Full-time – up to twelve (12) months**

Reporting to the District Clerk, this role is 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. This role also provides assistance and administrative support to the Clerk's office, when required. This job will work a 37.5-hour work week, Monday to Friday.

Responsibilities of the Coordinator, Records Management will include, but not be 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; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- 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.

We would expect that your strengths will include excellent interpersonal, organizational and analytical skills with proven attention to detail. You will be a highly organized team player who is able to work on multiple tasks simultaneously and prioritize work to meet competing deadlines. Your technological skills will include MS Office suite of products while experience with TOMRMS classification and document management system, FilePro or similar file repository are considered an assets.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the "**How to Apply**" instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.