



JOB DESCRIPTION

RECORDS MANAGEMENT COORDINATOR

NATURE AND SCOPE OF WORK:

Reporting to the Director of Corporate Services, the Records Management Project Coordinator will oversee the Request for Proposal process to select a consultant to develop a Records Management Plan and the selection and implementation of records management software. The successful applicant will develop policy and procedures, prepare amendments to the City of Duncan Records Management Bylaw, develop a training manual, and implement a training program for staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Plans and coordinates the integration of department records into the corporate records management system in accordance with policies and procedures to ensure compliance with records retention regulations; and runs reports related to security, access, and retention status for review by others;
- Analyzes departmental work practices, workflow, and records requirements and recommends appropriate corporate records classification, retention schedules and security groups and makes recommendations to the Director of Corporate Services;
- Assists in the development, implementation, and amending of policies, bylaws, and procedures and the records classification and retention schedule;
- Coordinates the closing of departmental files on the records management software and migration of physical closed files to storage and disposal of records that meet the criteria, including deletion of electronic information. Ensures that all disposals of records are reviewed and authorized by the Chief Administrative Officer;
- Recommends and develops training materials; conducts initial departmental training sessions on the records management system; and develops user manuals and guides;
- Acts as a resource person by providing technical expertise, information, and assistance to other departments; communicates procedures and standards to departments;
- Participates in a variety of activities in support of the development of a records management system;
- Promotes Records Management Program awareness, compliance, and best practices.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Considerable knowledge of the *Local Government Act*, *Community Charter*, the *Freedom of Information and Protection of Privacy Act* (FOIPPA);
- Familiarity with municipal Bylaws, policies, and regulations governing the legal requirements of records and information management;
- Strong computer skills including Microsoft Office Suite, and techniques used to manage computerized records;
- Specific knowledge of one or more records management software programs;
- Experience in project management would be an asset;
- Three years' experience working in a related local government environment

- Certificate in Local Government Administration would be an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Council, Committee and related official body practices, procedures, and functions;
- Thorough knowledge of administrative office practices and procedures;
- Ability to interpret, carry out, and complete directions both oral and written;
- Specific knowledge of one or more records management software programs;
- Strong organizational skills with an ability to set priorities and coordinate work to ensure timely completion while working under pressure to meet corporate and other deadlines with minimal supervision;
- Ability to act with discretion and maintain confidentiality;
- Ability to compose correspondence, reports, and documentation as well as excellent analytical and technical report writing skills with a high degree of accuracy and speed;
- Knowledge of legislation, rules, regulations, practices and procedures pertaining to records management;
- Ability to provide advice and assistance to user departments regarding records management system and related records retention requirements;
- Ability to prepare, maintain, and control a variety of records and to analyze and prepare reports on matters related to the work;
- Presentation and public speaking skills;
- Knowledge of records management principles and procedures including generally accepted recordkeeping principles (GARP);
- Ability to develop user materials and conduct training sessions related to the work performed;
- Demonstrated ability to think creatively and develop innovative solutions.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.