



**Records and Information Management
Coordinator
Job Description**

Department: Corporate Services

Division: Legislative Services

Reports to: Supervisor of Legislative Services / Deputy Clerk

Position Status: Full-time, permanent

Salary: \$69,996.23 – 85,050.40 (2025 Salary Grid)

GENERAL PURPOSE:

Reporting to the Supervisor of Legislative Services / Deputy Clerk, this role is responsible for assisting with the development, implementation, and maintenance of the Township's Corporate Records and Information Management Program (CRIMP) for all electronic and paper records. This position also provides records and information management consultation, education/training, advice and guidance to Township staff regarding records management policies, practices and procedures. The Records and Information Management Coordinator is also responsible for coordinating Freedom of Information requests (FOI) in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as well as other aspects concerning access and privacy. Other duties include general administrative tasks and providing support to the Clerk for election matters.

RESPONSIBILITIES:

- In consultation with the Supervisor of Legislative Services / Deputy Clerk and Manager of Legislative Services / Clerk, assist in the design, development and maintenance of the CRIMP and associated policies and procedures to achieve legislative compliance and operational requirements.
- Responsible for the day-to-day operation, maintenance and continuous improvement of the Township's CRIMP for both paper and electronic records.
- Responsible for the day-to-day operation, maintenance and continuous improvement of the Corporate Records Repository and Electronic Documents Records Management software.
- Provide advice and consultation, training and education to staff about the CRIMP.
- Provide advice and consultation, training and education to staff about document accessibility and AODA compliance.
- Perform records analysis of records being created, used, maintained and stored in each department, and ensure the Records Retention Schedule is updated accordingly.
- Make recommendations to departments to improve business processes relating to records management practices based on industry best practices.
- In consultation with the Supervisor of Legislative Services / Deputy Clerk and Manager of Legislative Services / Clerk, develop and implement records classification structure (TOMRMS) and file naming conventions for records, and maintain an orderly and efficient repository for electronic and paper records.
- Promote best practices in electronic records management and migrate paper records to electronic storage where appropriate.

- Ensure the creation, maintenance, storage, retention, retrieval and disposition of all Township records meet legislative requirements.
- Assist with the development of training materials, manuals, presentations and programs for employees on records management systems, procedures and processes as well as access and privacy.
- Administer and provide assistance to staff with respect to automated electronic records and information management software.
- Process departmental requests to retrieve, distribute and return records as well as coordinate record transfers to or from inactive storage and authorized destruction of Township official records.
- In consultation with the Supervisor of Legislative Services / Deputy Clerk and Manager of Legislative Services / Clerk, ensure appropriate indexing and storage of all Council and Committee records including agendas, minutes, reports, by-laws, resolutions, and correspondence.
- Oversee the accuracy and integrity of records and metadata for paper and electronic records according to established policies and procedures.
- Plan and coordinate the development and implementation of a vital records plan to ensure essential records are appropriately protected and accessible; and support the Township's business recovery plan.
- Support related procedures and requirements associated with risk management and data security.
- Implement procedures and security of archival records and materials.
- Coordinate and process formal Freedom of Information requests in accordance with the Municipal Freedom of Information and Protection of Privacy Act and prepares timely responses for review by the Manager of Legislative Services / Clerk for release as appropriate, ensuring the confidentiality of sensitive matters and the protection of personal information.
- Assist the Supervisor of Legislative Services / Deputy Clerk and Manager of Legislative Services / Clerk with the implementation of an access and privacy program including the development and implementation of privacy impact assessment and privacy breach investigation processes and staff training.
- Under the direction of the Manager of Legislative Services / Clerk, research and prepare material for the Information and Privacy Commissioner of Ontario (IPC) annual report as well as any IPC appeals.
- Participate in all aspects of preparation and support for the municipal elections under the direction of the Supervisor of Legislative Services / Deputy Clerk.
- Acts as a Deputy Commissioner of Oaths as authorized by statute including the commissioning documents.
- Provides back-up to the Administrative Assistant/Receptionist, as necessary.
- Provides back-up support to the Supervisor of Legislative Services / Deputy Clerk and Manager of Legislative Services / Clerk at evening Council and Committee Meetings, as necessary.
- Perform other related duties as assigned.

QUALIFICATIONS:

Education/Training/Certifications

- Post-secondary degree or diploma in Records and/or Information Management, Library Science or a closely related field.
- Minimum 2-4 years related experience in records management, preferably in a municipal government or other government environment.
- Certified Records Manager designation an asset.

Skills, Knowledge and Abilities

- Knowledge of records management principles, procedures, best practices and record keeping requirements as well as other statutory and legal requirements regarding records management.
- Experience with records analysis, retention scheduling, file classification structures and naming conventions.
- Ability to analyze record keeping systems, security and access controls and facilities; identify issues and areas for improvement and recommend policy changes, systems and equipment to address them.
- Experience working with information technology applications and systems including records management and electronic document management systems, enterprise applications (e.g., MS Office), and unstructured data sources (e.g., SharePoint and team shared drives).
- Well-versed in current trends in information technology pertaining to security, retention and destruction of various forms of physical and electronic records.
- Skill in reading, understanding, interpreting and applying legislation, regulations and standards.
- Demonstrated analytical and creative problem-solving skills to develop new and improved methods.
- Ability to exercise independent judgment and make decisions with minimal direction and guidance.
- Superior interpersonal skills including the ability to work effectively in a team environment and with all levels of staff as well as council, gain respect and confidence, negotiate effectively, build consensus and cooperate toward achieving mutual goals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Experience with developing and delivering training to staff and making presentations to senior management.
- Ability to plan, organize, set priorities, accomplish tasks and meet deadlines with strong attention to detail and minimal supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular access to personal and confidential data/information.
- Ability to lift, carry or transport file boxes weighing up to 40 lbs.
- Class G Driver license in good standing and a reliable vehicle to use for Township business when required.

- Knowledge of TOMRMS file management system is an asset.
- Experience and knowledge of Municipal Freedom of Information and Protection of Privacy Act is an asset.
- Experience and knowledge of Electronic Document Management systems is an asset.
- Familiarity with archival practices is an asset.