



POSTING

Records & Information Coordinator
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Our team is passionate about providing excellent customer service to the residents we serve. We encourage learning and development and believe in a respectful, team-based workplace that is effective and welcoming. Plus, we like to have fun while accomplishing great things for our Residents!

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as the Records & Information Coordinator? You are an organized person with sound knowledge of records management practices and MFIPPA. You have proven project management and communications skills with a focus in customer service. You notice the little things and face challenges with a positive attitude. If this sounds like you, apply today!

File No: 2021-46 Records & Information Coordinator
Hours: 35 per week
Salary: \$65,101-\$75,093
Closing: October 20th, 2021, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: RECORDS AND INFORMATION COORDINATOR

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: DIRECTOR OF CORPORATE SERVICES/CLERK

CATEGORY: PERMANENT FULL-TIME

UPDATED: NEW OCTOBER 2021

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan, within applicable Council resolutions, bylaws, and other legislative frameworks. The position implements and coordinates the Township's Records and Information Management (RIM) Strategy across the organization and maintains the corporate classification system for all Township records. The incumbent collaborates across all departments to achieve records disposition compliance in accordance with the Municipal Act and performs records management duties to comply with the Municipal Freedom of Information and Protection of Privacy Act. The Records and Information Coordinator supervises the Records Clerk positions.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- Successful completion of a Community College Diploma in Records and Information Management or Library and Information Science or equivalent combination of education and experience.
- Minimum three (3) years experience in records and information management systems including assessment, classification and inventorying of physical and electronic records, preferably in a municipal environment
- Experience working on municipal elections in a Clerk's Office is an asset.
- Experience leading the work of others, or supervising others is an asset.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class "G" driver's license with a clean driving record and have access to reliable personal transportation for corporate use.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Provincial legislation and policies relative to records management along with knowledge of the Municipal Freedom of Information and Protection of Privacy Act.

- Strong verbal and written communication skills, with the ability to be professional, concise, and accurate.
- Excellent interpersonal skills to build trust and cooperation; ability to deal with conflicting views with tact and diplomacy, and conflict resolution skills.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Ability to make sound and timely decisions under stressful conditions, including the ability to conduct quality research and analysis.
- Ability to implement and complete projects as assigned with minimal supervision.
- Strong skills and experience in database management with the ability to work with IT on problems and/or improvements
- Computer proficiency in a variety of applications including Microsoft Office, web, and cloud-based software, including and knowledge of MS Office Suite, TOMRMS, FileHold or other records/electronic content management systems/software. Familiarity with CityWide software would be an asset.
- Strong customer service mindset and ability to perform customer service at a role-model level.
- Highly self-motivated with an ability to work both independently, and in a team environment, and ability to stay current in skills and knowledge.

KEY RESPONSIBILITIES:

- Leads the implementation and maintenance of the Records Management System, in paper and electronic formats, providing guidance and assistance to all Departments.
- Responsible for the management and disposition of all Township records, ensuring legislative compliance and mitigating operational risk to Loyalist Township.
- Reviews, develops, and implements policies, procedures, guidelines, and practices related to the management of the Township's official records, in accordance to the RIM strategy.
- Prepares RIM Strategy reports and presents recommendations.
- Administers the Records Management By-Law and supports Departmental adherence to the policies and procedures associated with the retention and disposal of records.
- Conducts audits to assess compliance with records management policies, procedures and practices.
- Reviews and makes recommendations for amendments and updates to the By-Law.
- Ensures that the Township complies with the legislative requirements of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990,

c.M.56.; updates and implements corporate policies and procedures pertaining to the collection and release of information.

- When required, assists the Clerk with the collection of information and prepares written responses to requests for information ensuring that the requirements of the Act have been adhered to, that all fees have been collected, and that complete and accurate records have been retained.
- Leads the implementation of the Electronic Document and Records Management System (EDRMS).
- Maintains the corporate classification system (TOMRMS) for all Township records, conducts and maintains an inventory of municipal records; identifies and classifies all file subjects. Assigns retention dates and disposition to new records.
- Administers and maintains the Township's inactive and archival records within the Records vault; provides records retrieval services for all Township departments; manages the physical transfer of records to and from Township buildings.
- Develops training and orientation material and provides in-house orientation, and training related to records management and freedom of information legislation requirements.
- Works in collaboration with the Information Technology Division to improve electronic file systems to facilitate access to and proper disposition of electronic records.
- Champions and promotes records management best practices; enhances the profile of records management within the Township.
- Provides general administrative support to Clerk's office, as required, to ensure deadlines and objectives are achieved, including provision of ongoing support to one or more Council committees.
- Adheres to all policies and procedures of the Township.

Front Line Supervision

In conjunction with Human Resources, support talent management processes for the records staff. This includes:

- Assign work (and equipment when required) and ensure timesheets are accurate, approved and submitted.
- Maintain up-to-date job descriptions.
- Coordinate and execute hiring and orientating new employees.
- When necessary, address performance improvement requirements in a timely and consistent manner and works with the Director and HR to undertake progressive discipline where required.
- Ensure attendance is managed, working with the Director and HR to address concerns, and support staff who have accommodation needs, while also addressing culpable problems, such as lateness, consistently.

- Perform employee relations duties to address complaints and collaborate with HR on problem-solving.
- Promote a health and safety culture by regularly holding safety talks, ensuring policies and practices are up-to-date and complied with, and ensuring a safe work environment.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.
- Investigate, with others, all employee/equipment accidents to determine root cause(s) and make recommendations on corrective actions.
- When requested, provide supervision to other staff in the department, in the absence of the Director.

WORKING RELATIONSHIPS:

Internal

Daily communication with all Corporate Services Department staff, other municipal departments.

External

Occasional liaisons with the public and other municipalities and related organizations.

WORKING CONDITIONS:

Normal office environment working conditions apply. May be seated for long periods (3-4 hours). Occasional demands for work outside of normal business hours and extra work hours. Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities, requiring travel. May have exposure to disagreeable conditions, including storage facilities with limited ventilation, and interactions with others who may have concerns about decisions on records access and/or management. Ability to lift, carry and place file boxes weighing up to 40 lbs.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.