

POSITION DESCRIPTION

Records Management Coordinator

POSITION SUMMARY

Reporting to the Legislative Services Supervisor, the Records Management Coordinator is responsible for the overall coordination and management of the Records Management System and program for Yellowhead County, providing additional clerical support to the Legislative Services team on an ongoing basis.

POSITION RESPONSIBILITIES:

- Maintain and manage Record Management System for Yellowhead County;
- Plan, coordinate, and implement comprehensive paper-based and electronic Records Management System as required;
- Maintain and create databases, inventories, directories and indices of records;
- Control number of transitory records that are of limited retention value;
- Liaise with all departments to ensure compliance with the current record retention bylaw;
- Coordinate the ongoing storage, retrieval, distribution and destruction of vital records including entering and updating the records management software database;
- Responsible for the disposition and destruction of the County's paper-based records in accordance with legislative requirements;
- Organize and schedule the purging of documents
- Perform general clerical duties including but not limited to photocopying, scanning, faxing, mailing and filing;
- Develop standards for scanning projects to ensure consistent quality and capture of key metadata, and monitor scanning projects while in process;
- Provides expertise, support, guidance, and training to all levels of staff on information management practices, processes and requirements for effective storage and retrieval of information assets and compliance with the records retention bylaw, related legislation and standards;
- Migrate records from one storage media or system to another as required;
- Maintain consistency in the organization of electronic records systems and paper record systems;
- Image and digitize paper records;
- Perform audits of all operational records in all locations to ensure compliance with the file maintenance plan;
- Provide assistance to the Legislative Services Supervisor in all aspects of the department's functions;
- Responsible for the development and implementation of an organization-wide Electronic Records Management Implementation Program, including timelines for all services areas to have permanent records scanned and stored;
- Respond to routine requests for information, and acts as the assistant to FOIP coordination at Yellowhead County when responding to official requests under the Freedom of Information and Protection of Privacy Act;
- Develop training materials and facilitate in-house workshops and training related to records management and FOIP legislative requirements as required;
- Ensure that all levels of the organization are informed and trained regarding FOIP;
- Assist with development of procedures for collection, use, access and disclosure of corporate information;
- Identify and record potential privacy risks through the County's collection and use of personal information and provide direction in operational change to mitigate such risks;
- Prepare and maintain instructions and documented guidelines for RIM program processes;

- Research and provide recommendations on records management best practices from other municipalities, public bodies and Service Alberta;
- Assist with special projects as required;
- Assist with the coordination of Census and Elections, and Requests for Council, as required;
- Coordinate departmental retention and ensure retention policies are adhered to;
- Assist departmental record management and provide guidance and support;
- Maintain excellent customer service with coworkers, customers, Mayor and Council, Board Members, local stakeholders and the public;
- Maintain awareness of and comply with Yellowhead County's Health and Safety Policies and Directives, the OH&S Act and code by following responsibilities and rights as outlined in the Health and Safety Manual;
- Serve as primary back up to the CAO Administrative Assistant, assisting with preparing, recording, distributing, filing meeting agendas, minutes and correspondence as required;
- Maintain strict confidence and manage, in a professional manner, highly sensitive and confidential information; and
- Complete all other duties as assigned.

QUALIFICATION, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

- Records Management, archival or library services certificate, or related education required;
- Minimum three (3) years' municipal government experience including experience working with governance, administration and parliamentary procedure; or an equivalent combination of education and experience;
- Working knowledge and understanding of information management principles and best practices, including classification, retention, and all phases in the information lifecycle;
- Experience working with an Electronic Document Records Management System (EDRMS)
- Extensive knowledge of administration and organization of municipal government;
- Sound knowledge of FOIP legislation and practices as applicable to this role;
- Strong organization and prioritization skills;
- Strong interpersonal skills, strong written and oral communication skills;
- Proactive thinker, problem solver and self-starter prepared to work in what could be an ever changing environment;
- Proficiency with Microsoft Office, OneDrive, Teams and SharePoint;
- Ability to maintain confidentiality with respect to all matters pertaining to Yellowhead County;
- The incumbent must provide a Police Record Check;
- The incumbent must provide a clean Driver's Abstract; and
- The incumbent must hold a Defensive Driving certificate completed within the last five (5) years.

WORKING ENVIRONMENT

- Work is conducted in an open office environment;
- Manual dexterity required to use desktop computer and peripherals;
- Possess physical ability to reach and lift heavy boxes weighing as much as 50 lbs;
- Potential exposure to dust with working with older records; and
- High intensity visual attention, continuous data entry.

THE FOREGOING INFORMATION IS AN ACCURATE AND COMPREHENSIVE DESCRIPTION OF THE RESPONSIBILITIES AND LEVEL OF AUTHORITY ATTENDANT TO THIS POSITION.

POSITION	RECORDS MANAGEMENT COORDINATOR
CHIEF ADMINISTRATIVE OFFICER	LUC MERCIER
DATE	
SIGNATURE	