



JOB DESCRIPTION

TITLE: RECORDS AND INFORMATION SPECIALIST

DEPARTMENT: Legislative Services

LEVEL: 11 (Subject to JE)

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

JOB SUMMARY

Under the general direction of the Director of Legislative Services and reporting to the Records Information & Privacy Coordinator, the Records and Information Specialist is responsible for coordinating and supporting the migration of the City's corporate records into an Electronic Document Records Management System (EDRMS), and providing advice and guidance to all City departments to support their continued participation in the records management program. This position also assists with the election process.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Leads the implementation process that will enable and support departments to manage their records by migrating their existing records into the City's electronic document records management system.
2. Provides guidance to City departments to support their continued participation in the records management program.
3. Builds corporate records/information capacity and buy-in through outreach.
4. Works with a variety of staff and departments to develop training materials and any necessary support materials.
5. Develops and delivers training to staff on records and information management policies, procedures and best practices.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Develops and assists with the application of Records Information Management compliance audits.
7. Ensures records are maintained in accordance with applicable legislation, City bylaws, policies and procedures.
8. Prepares a variety of reports, correspondence and related material, as required.
9. Develops, maintains and updates manuals, system documentation, and standard procedures.
10. Develops and applies metrics to measure the success and impact of records management processes and systems adoption.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of relevant standards; such as, ISO 15489:2016 - Information and Documentation - Records Management, CGSB 72.34 2017 Electronic Records as Documentary Evidence and CGSB 72.11-93 Microfilm and Electronic Images as Documentary Evidence.

Extensive knowledge of current office practices and procedures with particular reference to records management operations and best practices.

Proficiency in Microsoft Office, EDRMS systems and experience in implementing and/or providing user support for EDRMS software.

Considerable knowledge of local government and legislative authority, the *Freedom of Information and Protection of Privacy Act*, the *Local Government Act* and the *Community Charter*.

Ability to communicate effectively both verbally and in writing and ability to compose effective internal and external correspondence independently.

Ability to successfully train colleagues in the City's records/information management policies, practices and procedures.

Ability to interpret official records and related material, such as legislation, bylaws, resolutions, agreements, and other documents.

Ability to exercise independent judgment and meet deadlines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to communicate with courtesy, tact, and discretion when responding to requests, complaints, or clarifying information to customers.

Ability to plan, prioritize, and have strong organizational skills work with minimum supervision.

Ability to work varied hours as necessary to meet the requirements of the position.

Advanced computer skills in word processing programs (such as Word) and spreadsheet programs (such as Excel).

Good knowledge of election practices and procedures.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Certification in records and information management or relevant education related to library and information technology or archival studies or an equivalent combination of education, training and experience.

Three years related records and information management experience, including experience participating in a leadership role during the implementation of a comprehensive records management program at a large public organization.

Municipal experience and experience in project management, corporate change management, and paper to electronic records conversion.

Possession of a valid Class 5 Driver's Licence.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

GENERAL STANDARDS cont.

Adheres to City policies and objectives.