



The City of Richmond is a diverse and dynamic community in pursuit of our vision to be the most appealing, livable and well-managed community in Canada.

People • Excellence • Leadership • Team • Innovation

Imagine a career with the City of Richmond, a dynamic environment for growth and continuous improvement, fostered by our collective strengths and creativity. We are a vibrant, diverse cosmopolitan city, supported by a strong economy and recognized as leaders in innovation and service delivery excellence. The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – **our people**. This is a great opportunity to join our team and shape our community.

Records Coordinator
Regular Full Time
Job ID: 2020.059
\$38.02 to \$44.87 per hour

Working in the Records and Information Section of the City Clerk's Office, the Records Coordinator is a supervisory position responsible for the day-to-day operations of the City's corporate records management program. Working closely with the Manager, Records and Information, and the Records and Information Management Analyst, this specialized position oversees and coordinates the activities of the City's central records repository. Duties include:

- Supervises the Corporate Records Assistants (and when applicable, auxiliary Records Classification Clerk) to complete the daily operations of the Records and Information section, including training, assigning and reviewing work, determining priorities, and scheduling.
- Coordinates the long-term management and accessibility of Council and Committee records, including overseeing the indexing of Council and Committee minutes and maintenance of the Council Voting Record Presentation System; updates and maintains the City's Bylaws database.
- Coordinates complex and detailed research requests for both City staff and members of the public; conducts thorough and knowledgeable records searches to analyze and locate requested information; handles confidential information with complete discretion and, using solid judgement, communicates research results with internal and external customers; assists supervisors in locating materials related to *Freedom of Information and Protection of Privacy Act* access requests; and when appropriate, liaises with other departments to obtain interpretation of records.
- Coordinates the day-to-day management of the Richmond Enterprise Document Management System (REDMS), including classification of records, identifying misfiled records where appropriate, establishing new classifications within the Uniform Classification and Retention System (UCRS) within defined limits, and playing a key role in the coordination of the REDMS training program.
- Provides information, advice, assistance and detailed guidance to staff regarding established records management procedures and the corporate records management system, including the use of UCRS, REDMS and self-serve research databases (Examples: Published databases like the Council Decisions database, Voting Record Presentation System and Archives databases as well as internal systems like the Policy, Procedures, and Administrative Directives database and Bylaws database).
- Coordinates the maintenance of the City's corporate records management program, for both physical and electronic records, including instructing departments in the transfer and destruction of records, the implementation of file access controls, maintenance of file inventories, ensuring for the safety and security of all City records, including vital records, and coordinating overall retention and disposition activities for all City records; manages the City's on-site and off-site records storage facilities.

Develops procedures relating to the coordination of the City's corporate records management program, implements new organizational methods and procedures to promote efficiency.

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries, please.***

Position Requirements:

Completion of Grade 12 plus one year of post-secondary experience supplemented by specific courses related to records and information management. A period of over 2 years, up to and including 5 years' related supervisory experience, preferably in a municipal environment, OR an equivalent combination of training and experience.

If you think this is a good fit for you, we invite you to apply today!

The City of Richmond uses an applicant tracking system for candidates wishing to view and apply for available career opportunities. For further details regarding this specific career opportunity, please visit our website at www.richmond.ca/employment. Applicants will be required to upload a current resume and provide any supporting documentation relevant to the position (Word format). The closing date for Job ID: 2020.059 – Records Coordinator is 11:59pm, on March 25, 2020.

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