

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Records Management Coordinator
Department: Corporate Administration
Salary: \$34.88/hour
Date: June 2017

NATURE OF WORK

Reporting to the Director of Legislative and Administrative Services, the person in this position is responsible for the development, implementation and maintenance of the City's records management program and its related functions. This includes, but is not limited to, implementing and maintaining the LGMA based records classification and retention schedule for the lifecycle of all paper and electronic records, creating records management policies and procedures, and providing technical assistance and training to City staff to ensure compliance with the records management program. Responsibilities also include working closely with the IT department to develop and implement an automated system for managing electronic records, processing and maintaining the City's contracts and agreements, processing and maintaining archived records at the City's records centre.

This position also provides administrative support to the Legislative Services Department.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Legislative and Administrative Services.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

In consultation with the Director of Legislative and Administrative Services and other senior management staff, develops and updates records management policies and procedures based on best practices, current research and input from City staff.

Implements and provides support services in the management of City records including sorting, filing, merging, labeling, storing, retrieving, listing, cataloguing and making recommendations for disposal in accordance with relevant legislation.

Assist departmental staff in the management of departmental records, providing advice and training where needed to ensure compliance with the City's records management program.

Develops a variety of training materials for staff, including but not limited to, newsletters, selftraining

modules, tip sheets. Delivers teaching sessions in records management best practices to staff upon request.

Provides assistance with records searches associated with Access to Information and Freedom of Information requests, as well as other City business.

Works closely with the IT department in the purchase, development and implementation of an ECM/EDRMS system which will manage the City's electronic records, including taking an active role in participating on the ECM and related committees.

Works closely with the IT department to oversee and monitor the conversion processes related to the ECM/EDRMS system.

Keeps abreast of current trends in the field of records management including, where applicable, membership in records management organizations and attendance at conferences, workshops, webinars and maintains networking contacts with colleagues in similar roles across the province.

Processes and maintains all official records relating to City contracts and agreements. Performs work of an archival nature regarding the City's permanent records. Performs other related duties as required or assigned by the Director of Legislative and Administrative Services.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- Diploma in Information and Records Management
- Certified Records Manager (CRM) designation or other RIM certifications would be considered an asset.
- Minimum of 3 years' experience working in records management, preferably in a municipal government environment.
- Equivalent experience or education may be considered.
- Valid BC Class 5 Driver's License.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrable strong working knowledge of methods, techniques and practices of records and information management.
- Ability to prepare, process and maintain a variety of information materials such as files, records and reports.
- Knowledge of the Local Government Management Association (LGMA) classification and retention schedule and/or similar schedules.
- Excellent verbal, written and interpersonal skills, particularly with respect to explaining technical information to all levels of employees.
- Strong attention to detail and ability to maintain a high degree of accuracy.
- Proactive approach to work duties; ability to work independently with minimal supervision or as part of a team.
- Ability to handle a complex and varied workload; ability to work with interruptions and adapt to changing priorities.
- High level of integrity, confidentiality and accountability.
- Advanced skills in Microsoft Office (Word, Excel), databases and records management software.
- Ability to liaise and deal effectively with internal and external contacts and to communicate courteously, professionally, tactfully and effectively.
- Ability to keyboard at a minimum of 50 wpm.

PERFORMANCE FACTORS

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

TOOLS AND EQUIPMENT USED

Tools and equipment used are consistent with duties related to the clerical functions for the department. Tools and equipment may include, but are not limited to; computer, calculator, photocopier, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, and smell.

The employees must occasionally lift and/or move objects up to 25 kg.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in an environment that is indoors and is reasonably quiet with constant interruptions and various deadlines.

GENERAL

This is a position in the BC Government and Service Employees' Union.

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of this job change.

CONTACT

Those interested should send resumes in confidence to Arthur Lyons at alyons@lyonsblack.com.