



## **JOB DESCRIPTION**

**POSITION TITLE:** Records Information Manager  
**DEPARTMENT:** Governance  
**SUPERVISOR'S TITLE:** Director of Governance  
**WAGE SCALE:** Level 11, Increment 5 (\$46.97/hr)  
**DATE APPROVED/REVISED:** October 11 2023

### **POSITION SUMMARY**

Under the direction of the Director of Governance, the Records Information Manager is responsible for the control, retention and disposal of C/TFN records. They ensure the effective development and design a system, and administration of processes and procedures for storage and maintaining of CTFN's information and records in all formats and mediums most commonly appearing in paper and electronic. This position also develops processes for auditing compliance to the standards put in place.

### **1.0 PRINCIPAL DUTIES AND RESPONSIBILITIES**

**This position is responsible for the development and creation of the Records Information System from the ground up.**

- The responsibility of this position is to ensure compliance with relevant legislation and regulations regarding the creation, storage and retention of both paper and electronic records;
- Manages and directs the preservation of the corporate history and valuable information throughout;
- Facilitate access to records and information;
- Manages the resources of the records management team;
- Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organizational records; and
- Ensure information systems are secure and safe within the system.

## **2.0 KNOWLEDGE, EDUCATION, SKILLS**

- College diploma in records and document management program, information management program, archival or library science or minimum of 5 years related experience in the industry;
- Demonstrated experience in using records management or document management software and general information systems;
- Experience in establishing and scheduling records disposal protocols and procedures;
- Good understanding of information management principles, information systems and archives;
- Knowledge of electronic imaging, storing, arranging, indexing, classifying records and documents;
- Ability to provide leadership, coaching and training to members of the team;
- Effective oral and written communication skills;
- Excellent organizational skills;
- Excellent critical thinking, relationship building and conflict management skills;
- Strong understanding of working with various cultural background; and
- Certified Records Manager (ICRM) would be considered a great asset.

## **3.0 CONTACTS**

- C/TFN Executive Council and Executive Director
- C/TFN Citizens, employees, councils, committees
- Indigenous Services Canada
- Other Yukon First Nation Governments
- Other Federal agencies

## **4.0 BUDGET**

N/A

## **5.0 DIRECT REPORTS**

Records Information Assistant

## **6.0 WORKING CONDITIONS**

- May experience stress
- May encounter upset or angry individuals
- Dealing with constant interruptions and high levels of regular/irregular critical deadlines

- May include working extended hours
- Willingness to travel both in and outside of Yukon

## 7.0 PHYSICAL CONDITIONS

- May experience eye strain, back pain from working with computers.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

I approve the Records Information Manager job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.

<p><b>Executive Director</b></p> <p>Print Name: _____</p> <p>Signature: _____</p>	<p><b>Department Director</b></p> <p>Print Name: _____</p> <p>Signature: _____</p>
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## JOB DESCRIPTION ACKNOWLEDGEMENT

The information in this description indicates the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

The Incumbent and his/her Supervisor agree to review annually, or as required, this job description and, if necessary, amend the duties and responsibilities herewith.

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**INCUMBENT:**

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I have received, reviewed and understand the job description for Records Information Manager.  
I further understand that I am responsible for the satisfactory performance of the functions described within.

Incumbent Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent Signature \_\_\_\_\_

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**SUPERVISOR:**

I have reviewed the duties and responsibilities herewith assigned to this position.

Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Position Title \_\_\_\_\_

Signature \_\_\_\_\_