

Job Information

Job title	Records Coordinator	Job Code: LRECOR	Pay Grade: P
Title of immediate supervisor	Records and Information Services Manager		
Department/Division	Legislative & Protective Services/Legislative Services		
Prepared by	N. Pallan		
Date Created	Mar 5, 2015	Revised date	April 2024

Job Purpose

The Records Coordinator, provides records management expertise and advice to facilitate the successful daily implementation and maintenance of the corporate Records and Information Management Program, to ensure compliance and promote efficiency of records and information management under the *Freedom of Information and Protection of Privacy Act* (FIPPA), with an emphasis on records accessibility, routine release, records retention and destruction, personal information banks, vital records, and information privacy and security.

Duties and Responsibilities

- Acts as the primary contact person for the daily activities of the corporate records management program by providing direct support to staff to ensure compliance with record-keeping policies and procedures.
- Updates and maintains the corporate Records Classification and Retention Schedule (RCRS) in consultation with records owners by adding new categories of records including scope notes, codes, qualifiers, retention schedules, final dispositions, and offices of primary responsibility.
- Identifies vital records, updates this information in the RCRS, implements protection methods in consultation with records owners.
- Acts as primary contact person for corporate digitization projects.
- Oversees, develops and maintains offsite records storage practices and procedures for corporate physical records; coordinates the transfers to offsite storage, confirms the records are classified and disposed of according to the RCRS.
- Collaborates with the EDRMS Coordinator and the Records and Information Management Analyst in the development and ongoing implementation of the Enterprise Document and Records Management System (EDRMS)
- Manages, designs, develops, coordinates, and conducts the records management training program by communicating with managers to identify training needs, by developing onboarding programs for new employees and researching new teaching methods.
- Develops and implements records and information management standards, policies and procedures that meet business requirements.
- Assists the Information and Privacy Analyst in integrating FIPPA into the RCRS.
- Provides departments with support and advice on all records management related initiatives.
- Works with stakeholders to ensure the corporate records management program works collaboratively with department needs and corporate objectives. Identifies when technological, business or organization changes will have an impact on the records program.
- Performs other related duties as required.

Qualifications

- Degree in Library and Information Studies or equivalent, supplemented by additional formalized education or certification in records and information management.
- Over five years related experience including significant records management experience at a senior level, preferably in a municipal or other government agency setting.
- Three years of experience in a leadership/supervisory position which required project management skills that involved leading and implementing a records management project in a large organization.
- An equivalent combination of education and experience may be considered.
- Local government certificate or experience in a municipal environment would be considered an asset.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.

Exposure to dust and mildew from archival materials and records.