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The Corporation of the Municipality of Clarington Legislative Services requires a Temporary Records and Elections Coordinator (Up to 18 Months)

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Deputy Clerk, this position is responsible for the effective management of the Corporate Records and Information within the Corporation to support transparency of actions, minimize litigation and risk, ensure regulatory compliance, control costs, improve productivity, and foster professionalism. The Records and Elections Coordinator works in collaboration with the IT Division to develop and manage electronic records management systems. This position also acts as Freedom of Information Coordinator for the Municipality and helps to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) by responding to requests for records, identifying privacy risks, providing training and guidance to staff, and developing appropriate policies and procedures.

The successful candidate is an exceptionally organized, analytical, skilled project leader who provides expertise in the development, implementation, monitoring, and training for the Records and Information Management program.

Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Managing and administering the Municipality's records and information management program.
- Conducting records inventories, analyzing, and recommending innovative, efficient, and suitable solutions to improve information management across the organization.
- Developing and implementing policies and best practices for information management, including overseeing the application of, and recommending revisions to, the Municipality's Records Retention By-law.
- Maintaining and optimizing electronic document systems, in cooperation with IT, including implementing an environment of sharing digital documents within, and among, departments.
- Working with departments to ensure efficient and effective application of the records retention schedule, including the destruction of records.
- Providing user training on records and information management, MFIPPA, and system training in Laserfiche and Versatile.
- Assisting in performing the statutory duties of "Head" under MFIPPA.
- Working on special legislative projects assigned from time to time.

Qualifications

The successful candidate will possess:

- A Degree in Records and Information Management, Archival Studies, Library Sciences from a three year post secondary education course, or equivalent qualifications in skills and work-related experience to the satisfaction of the Municipal Clerk.
- More than three years of directly related experience in records and information management theories, principles and practices including classification and retention scheduling, as well as digital records, preferably in a municipal organization.
- A Certified Records Manager (CRM) designation and/or Records and Information Management (RIM) certification and/or Certified Information Professional (CIP) designation, or willingness to complete, is considered an asset.
- Proven working knowledge of applicable federal and provincial laws and rules of procedure related to records management, inventory, and retention to ensure regulatory compliance (including MFIPPA).
- Well-developed project management, analytical, problem-solving, flexibility, research, and organizational skills to coordinate activities of self and others in accordance with established Records Management goals and objectives.
- Demonstrated experience in training staff of all levels, preferably on software systems, and in preparing training documents, reports, and policies.
- Excellent communication skills to work effectively with client departments using diplomacy and tact.
- Knowledge of, and demonstrated ability in, corporate core competencies including customer service, teamwork, initiative/self-management, accountability, flexibility, and adaptability.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Demonstrated proficiency in SharePoint, Laserfiche, Versatile Professional, or other similar information management applications.

- Advanced knowledge and experience using Microsoft applications (Outlook, Word, Excel, etc.), SharePoint, and database management.
- Ability to regularly lift an average of 30 lbs.
- Must be able to legally work in Canada.

What we offer you

- Salary: \$91, 531 to \$111,257 – Grade 7 of the 2023 Non-Affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: up to a maximum of 35 hours per week, Monday to Friday.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **February 24, 2023, at 4:00 p.m.**

This job competition number is **File # 03-23**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.