



## The Corporation of the City Of Brantford Clerks

requires

### **Supervisor of Records, Print & FOI Services Job ID #2037**

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

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Reporting to the Manager of Clerk's Services, the Supervisor of Records, Print & FOI Services is responsible for providing daily administration and supervision of Corporate Records, Print & Mail Services, and the City's Freedom of Information and Protection of Privacy Program. Duties include but are not limited to:

- Develop/maintain a corporate records management program to meet business needs of the City's business units and complies with all policies, standards, best practices and legislative requirements.
- Lead the development, implementation and continual evaluation of the Corporate Records, Privacy, and FOI programs, including the development and delivery of staff training programs.
- Co-ordinate maintenance/preservation of all records of the Office of the City Clerk including, but not limited to, municipal by-laws, agreements, minutes and other Council and Committee records.
- Provide leadership/guidance to department Records Representatives to assist in the effective and efficient delivery of records management services throughout the corporation.
- Oversee and implement legislative changes to the City's retention by-law
- Lead business change initiatives associated with techniques in records/information management.
- Process all requests for access to information pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, including the research of Orders and preparation of materials to the Information and Privacy Commissioner of Ontario regarding FOI appeals, privacy investigations and submission of the City's annual report.
- Prepare effective communications to senior and other staff on emerging trends, best practices and legislative changes affecting records management and access and privacy.
- Lead and utilize modern technology for the implementation, development, and continual improvement of the City's Electronic Records Management Software System (ERMS) utilizing Zasio.
- Oversee the City's Central Mail Delivery, Print Shop, and Supply Store, including the procurement of necessary equipment and the implementation of processes and procedures for the same
- Serve as the Documentation Unit Lead for the City's Emergency Operations Centre, when active, which includes providing administrative support in the form of scheduling, minute taking, and records management
- Manage a staff complement of 3 full-time employees and a summer student

### **QUALIFICATIONS**

- Successful completion of a three-year Community College program in Records Management, Library Sciences, Business Administration, Public Administration or a related field and a minimum of three (3) years progressively responsible and diversified experience, in a complex and multi-disciplined organization, in the areas of records management and research.
- In depth knowledge of records and information management theory, global trends, classification design approaches, existing and emerging standards to lead the records management program.
- Supplementary education/experience in information management through completion of programs IAPP certificate, Certified Records Manager, Electronic Records Management Master or equivalent is an asset.
- Demonstrated working knowledge of *Municipal Freedom of Information and Protection of Privacy Act* and experience managing Freedom of Information and Protection of Privacy Programs.
- Demonstrated supervisory/leadership and project management skills.
- Ability to interpret legislation, municipal by-laws, policies, procedures and provide advice on same.
- Excellent communication and presentation skills, both written and verbal.

- Experience in a computerized environment with a high level of proficiency in the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) and records management software applications.
- A valid Ontario class G driver's licence.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

**WAGE/SALARY RANGE:** \$43.21 to \$54.01 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, April 4, 2024, at 4:30 p.m.**

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**