

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Co-ordinator, Records **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has an opportunity available for the position of Co-ordinator, Records. This position is responsible for planning and co-ordinating the integration of departmental records into the Town's Corporate Records Management Program and Information and Privacy Program. Duties of the position include:

- Under the direction of the Deputy Clerk, co-ordinating and administering the Town's Records Management Program; providing assistance to staff in locating and filing corporate records; developing and implementing policies and procedures in conjunction with the Deputy Clerk for continual improvement of the effective life-cycle management of the Town's records; maintaining the corporate records classification system.
- Reviewing the Town's Records Retention By-law on a regular basis; maintaining and indexing all corporate legal documents including contracts; providing training related to records and information management.
- Co-ordinating and processing Freedom of Information (FOI) requests received by the Town; assisting staff in complying and interpreting MFIPPA in relation to FOI requests; developing, implementing and maintaining a Corporate Information and Privacy program in conjunction with the Deputy Clerk.

- Responding to enquiries from and liaising with the general public, other levels of government and staff regarding all aspects of the Clerk's Division.
- Deputy Issuer of Marriage Licences, Deputy Division Registrar, and Commissioner of Oaths; Deputy Returning Officer in administration of municipal elections by assisting the Clerk/Returning Officer with all aspects of the election.
- Other duties as assigned in accordance with divisional and corporate objectives.

Qualifications

- Community College diploma in Public Administration, Office Legal Administration, Records Information Management or related field.
- Minimum three (3) years of records management experience.
- Completion of a Records and Information Management Certificate Program.
- Knowledge and experience with the Ontario Municipal Records Management System (TOMRMS) classification system and Electronic Document and Records Management Systems (EDRMS).
- Completion of the Municipal Administration Program from AMCTO, enrollment in the Executive Diploma in Municipal Administration from the AMCTO or Records and Information Management Certification are considered assets.
- Demonstrated knowledge and understanding of principles and practices of records and information management including methods and techniques of document indexing and coding.
- Computer proficiency in MS Office, SharePoint and related information systems.
- Excellent interpersonal, organizational, priority and record retention skills with the ability to respect confidentiality; ability to work independently to complete tasks with a high degree of accuracy and to complete work within time constraints.

Salary Range: \$67,873.26 to \$79,402.12, Band 8 on the Town's 2024 Pay Grid (currently under review), plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Tuesday, September 3, 2024**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville,

you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.