

Notice of Employment Opportunity

September 4, 2024

Records Management Specialist

The Town of Tecumseh is currently recruiting for a progressive, dedicated, customer focused professional to fill the full-time position of Records Management Specialist.

Job Summary

Reporting to the Deputy Clerk - Clerks Services & Policy Advisor, the Records Management Specialist is responsible for providing corporate-wide administrative support in the ongoing implementation, remediation of records, training and maintenance of the Town's records management system both electronic and physical records.

The Records Management Specialist works collaboratively to ensure records and information in the control and custody of the Town are kept in a cost effective, secure and consistent manner throughout all departments in accordance with established by-laws, policies and procedures. Responsibilities include and are not limited to: maintenance of the central filing system, scanning documents, retention and disposal of records, procedure development, education and training.

Qualifications and Requirements

The successful candidate must have a post-secondary degree in a relevant study such as Library Sciences, Public or Business Administration, combined with a minimum three (3) years experience in records management is required. Candidates must have a designation, or ability to obtain, as a Certified Records Manager (CRM) or Certified Records Analyst (CRA). Candidates will have progressive experience with database management, metadata standards administration, lifecycle management for RIM system, performance metrics, IT best practices for data management, data mapping, data migration methods, data storage technology, system testing procedures, legacy operating systems, change management strategies, access control and version management. Experience with records management in a municipal/government or public sector institution is preferred. The ideal candidate must have exceptional organization, management and public relation skills; and will have excellent oral and written communication skills.

Candidates will have knowledge related to the creation of accessible documents as well as remediation tactics, tools and software, and the desire and ability to learn techniques and procedures related to accessibility. Knowledge of information privacy, accessibility and retention legislation including Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA), General Data Protection Regulation (GDPR), Records Retention Legislation for all types of municipally produced records are required.

Terms

The Town is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment, please advise if you require accommodation.

We invite you to visit www.tecumseh.ca to obtain further information about the municipality.

Salary

The Town offers an hourly rate of \$40.38 (2024), in accordance with the Collective Agreement with CUPE Local 702.2. This position is subject to a probationary period of sixty (60) days of work.

Applicants are invited to submit resumes through the Town's website at employment.tecumseh.ca by **Wednesday, September 18, 2024 at 4:30 pm.**

All applications are appreciated; however only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA] and will be used solely for the purpose of candidate selection.