



A Natural Attraction

## Job Posting

The City of Quinte West invites applications for the following temporary position:

### **Implementation Support Technician (12 month contract)** **Corporate Services Department**

Reporting to the Manager of Legislative Services/Deputy City Clerk, the Implementation Support Technician will play a key role in supporting the successful implementation and adoption of the Electronic Document and Records Management System (EDRMS). The position will support the Legislative Services Division in building the City's central electronic records repository by creating systems and file structures, inputting digital and physical records, capturing metadata, and applying the City's Records Retention Policy to corporate records. This position will also assist the Legislative Services Division in supporting corporate-wide training and education of the EDRMS.

#### **Education and Work Experience Requirements:**

The position requires a minimum of a two (2) year college diploma or university degree in Public Administration, Business Administration, Information Management, Library and Information Science, Computer Science or a related field, or an approved equivalent combination of education and experience. The successful incumbent will have knowledge of electronic records and document management systems.

The position requires a minimum of two (2) years of experience in records information management, information technology, or a related field, including experience with database management, electronic document/records management system technology, preferably with TOMRMS and Laserfiche, and record digitization, as well as experience in records and information management, retention schedules, policy, storage and retrieval and best practices for records management systems.

Please visit the job posting on our website to view the full scope of duties and responsibilities and a full list of the required education and work experience for this temporary position.

**Remuneration:** 2025 Non-Union Salary Grid Band 4 - \$30.68 per hour

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 p.m. on March 13, 2025**. For more information, visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca).

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 ext. 1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.