

Job Title: Manager Information, Elections and Projects

Manager Information, Elections and Projects

Posting Id	3125
Department	Corporate and Financial Services
Division	Office of the Clerk
Rate of Pay	\$136,709.00 -\$158,575.00 Annual
Job Type	Permanent Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	09/19/2025
Application Deadline	10/10/2025

Position Summary

The Manager of Information, Elections and Projects will provide sectional leadership and guidance. The Manger will be responsible for the implementation, maintenance, and management of the Information Governance (Records Management) Program (including Electronic Document and Records Management System); administration, maintenance, and management of the City's and Access and Privacy Program in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); administration, under the Direction of the City Clerk, of the Municipal Elections and By-elections in accordance with the Municipal Elections Act; administration and management of Office Service (printing, mail, courier, supplies and records storage); leading special projects to advance the work of the Office of the Clerk.

Key Duties and Responsibilities

- Provide leadership, direction, planning, supervision and overall management of the City's Information Governance (records management) program; Access & Privacy Program under the Municipal Freedom of Information and Protection of Privacy Act; and Office Services function. Additionally, under the Direction of the City Clerk, lead the successful delivery of municipal elections and by-elections in accordance with the Municipal Elections Act, 1996.
- Develop, recommend and implement policies, procedures, guidelines and best practices for corporate-wide records and information management, access and privacy, electronic document management, archives, imaging and other related services.
- Manage and administer the Freedom of Information (FOI) process to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Responding to FOI requests from the public, including coordinating the collection of all records, review of all records, and responding to internal and external stakeholders. Respond to mediation and adjudication activities and Notices of Inquiry from the Office of the Information and Privacy Commission of Ontario. Respond to privacy breaches at the City.
- Manage all records and information of the City throughout their lifecycle (from creation, usage, maintenance, and final disposition/destruction). Lead and manage the implementation and ongoing use and maintenance of the City's Electronic Document Management System. Manage the records storage areas and records requests as it relates to requests for transfer from on-site and off-site storage. Lead, manage and administer the Office Services Program including photocopying, scanning, digitization as it relates to City materials.

Duties and Responsibilities Cont'd (if applicable)

- Responsible for training staff on matters related to access, privacy, and information governance.
- Leads the sectional priorities, development, and management of staff to ensure efficient delivery of services while encouraging creative thinking and the development of innovative solutions.

- Response for sectional budget preparation and monitoring

Education and Experience

- Degree in Public Administration, Records Management, Library or Information Science, Business Administration, or another degree at the Bachelors level with commensurate experience in the areas of responsibility.
- Certified Records Manager (CRM) designation and/or Records and Information Management (RIM) certification an asset
- 7 years working in a Municipal Governance role, preferably in the Clerk's department, with a focus on either, records management, access & privacy or elections.

Required Skills/Knowledge

- In-depth knowledge of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and related best practices.
- Expertise in freedom of information principles, records classification systems, and records management programs.
- Proven research, analytical, and problem-solving skills.
- Experience managing municipal elections from initiation to post-voting day activities (experience limited to voting locations not sufficient).
- Exceptional customer service, decision-making, and leadership skills, with the ability to manage organizational change effectively.
- Strong organizational and time management skills, working independently with tact, courtesy, and diplomacy.
- Resilient and innovative, encouraging new ideas and perspectives.
- Proficient in written and verbal communication, active listening, and fostering collaboration.
- Proven experience in budgeting and financial management.
- Ability to clearly communicate objectives and foster a culture of learning, mentoring, and knowledge sharing.
- Valid Ontario Class G driver's license with access to a personal vehicle for business use (mileage compensated); proof of insurance required upon hire.

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

Attention Internal Candidates: All current City of Richmond Hill employees are required to apply via the '[View Jobs for Current Employees](#)' link on the [City's Careers Page](#).

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.