



# JOIN OUR TEAM

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Records Manager



If you're embarking on a new career or looking for a change of scenery, the Municipality of Chester is waiting for you!

The perfect blend of work and casual living, the Municipality is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

## What we are looking for

The Records Manager serves as an Information Services resource to the Municipality working to develop an integrated view of Municipal operations using a systematic approach, unified framework, management standards and best practices. The primary focus is developing, implementing, and maintaining the Records Management System (RMS) helping the Municipality meet customer and regulatory requirements and continuously improving service effectiveness and efficiency.

The Records Manager works closely with process improvement teams to align technical solutions with business needs leveraging the RMS and supporting applications to deliver service value. In addition, the Records Manager serves as the Municipal Information Access and Privacy (IAP) officer.

Duties and responsibilities can be found in the job descriptions posted on the Municipality's website [www.chester.ca/employment](http://www.chester.ca/employment) and clicking on "Current Job Postings".

## Fine print

A complete job description is available online at [www.chester.ca](http://www.chester.ca) or by contacting our Director of Human Resources (contact information below).

These competitions will remain open until successfully filled.

Please send your resume along with three professional references and contact information, in confidence, using one of the following options:

- email: [employment@chester.ca](mailto:employment@chester.ca)
- fax: 902-275-4771
- mail:

Pamela Myra, Municipal Clerk/Director of Human Resources  
151 King Street  
PO Box 369  
Chester, NS B0J 1J0

While we thank you for your interest, only those candidates selected for interview will be contacted.

## Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [employment@chester.ca](mailto:employment@chester.ca).



# MUNICIPALITY OF THE DISTRICT OF CHESTER

## POSITION DESCRIPTION

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Position Title:	Records Manager
Salary Band:	Level 6
Department:	Financial & Information Services
Reports to:	Director of Information Services
Status:	Permanent Fulltime (2015-137/177)
Location:	Municipality of the District of Chester, 151 King Street (and satellite locations)
Hours:	Normally 8:30 a.m. to 4:30 pm. (OT hours may be required)
Date:	July 14, 2025

### OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with Employment Legislation of Nova Scotia and all employees are also expected to act in accordance with the appropriate legislation as well.

### SCOPE

The Records Manager serves as an Information Services resource to the Municipality working to develop an integrated view of Municipal operations using a systematic approach, unified framework, management standards and best practices. The primary focus is developing, implementing, and maintaining the Records Management System (RMS) helping the Municipality meet customer and regulatory requirements and continuously improving service effectiveness and efficiency.

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At the direction of the Information Services Director, the incumbent administers, manages, organizes, and/or coordinates activities and initiatives within the following categories:

#### Records Management:

- Providing support and advice in implementing the Municipality's Records Management Policy
- Developing and maintaining document control and records management processes, procedures, and protocols
- Working with each Department to ensure documents are controlled in Office 365 and official records declared and managed in Laserfiche RME
- Ensuring that official records are classified, retained, and destroyed or transferred in conformance with the AMANS Records Management Manual

Freedom of Information and Protection of Privacy:

- Providing support and advice in implementing the Municipality's Information Access and Protection Policy
- Performing responsible officer duties as delegated by the CAO under MGA Part XX Section 497
- Developing and maintaining information access and privacy processes, procedures, and protocols

**QUALIFICATIONS**

Education and Experience

Possess a post-secondary degree or diploma in records and information management, information technology, enterprise architecture or another related field. Knowledge and / or practical experience in one or more of the following is considered an asset:

- Archives / records management / special libraries
- Information access / privacy legislation

Other Skills

- Familiar with municipal government operations
- Proficiency administering enterprise information management applications
- Aptitude for business analysis and process mapping
- Asset and inventory management
- Ability to manage projects
- Possess strong verbal and written communication skills
- Detail and task oriented
- Thrive in an environment that is largely self-directed

**CONTACTS**

1. Municipal Staff
2. Professional Associations
  - a. Association of Municipal Administrators of Nova Scotia (AMANS)
  - b. Association of Records Managers and Administrators (ARMA International)
3. Office of the Information and Privacy Commissioner for Nova Scotia
4. Auditing Entities
5. Other Municipal Units
6. Members of the public