



The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as one of Canada's Top 100 Employers (2007), and the fastest-growing part of the Greater Toronto Area, are our challenging, diverse career opportunities, ideal location and excellent quality of life.

Records and Information Analyst AC7569
Corporate Services Department, Office of the Regional Clerk
Temporary Full-Time, \$27.96 – 30.39 per hour

Reporting to the Supervisor, Corporate Records and Information, is responsible for designing, developing and implementing Departmental Records and Information Systems; providing support to the Electronic Document Management System (eDOCS) or providing support to the Corporate Records Information Management (RIM) program and Corporate approaches in information systems applications and processes; providing customized user training and guidance to Regional staff; auditing records management operations and recommending enhancements; analyzing statistical information; and participating in special projects.

QUALIFICATIONS

- Successful completion of a Community College Diploma in Records and Information Management or Library and Information Science or approved equivalent combination of education and experience.
- Minimum three (3) years experience in records and information management, including demonstrated successful project management experience, in a Corporate records capacity.
- Knowledge of and demonstrated ability in information analysis and hard copy/electronic systems design (e.g. eDOCS).
- Knowledge of and demonstrated ability in research methodologies.
- Familiarity with project management methodologies.
- Demonstrated experience or training in business process analysis and re-engineering and workflow analysis.
- Valid Ontario Class "G" driver's license and a reliable vehicle for use on corporate business.
- Knowledge of government guidelines and legislation, in particular the Municipal Freedom of Information and Protection of Privacy Act and related legislation.
- Knowledge of technical, industry and professional records and information management standards, including national and international standards (e.g. ISO 15489).
- Familiarity with metadata standards (e.g. Dublin Core).
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self management and accountability and flexibility/adaptability.
- Demonstrated negotiation, consultative and project management skills.
- Computer literacy in Microsoft Office desktop applications, records and information systems, including document management software and imaging software (e.g. Hummingbird/Open Text, Versatile Enterprise).
- Ability to lift heavy boxes.
- Ability to work outside regular business hours as required.

Please forward your resume and covering letter **quoting competition #AC7569** by 4:30 pm on **January 25, 2008** to the address indicated below. We thank all candidates for their interest, however, only those selected for an interview will be contacted. For additional information on York Region, please visit our website at www.york.ca.

The Regional Municipality of York
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