



*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 & Information Audit/Compliance Officer AC7789**

**Corporate Services Department, Office of the Regional Clerk**

Full-Time, \$35.20 – \$38.25 per hour

Reporting to the Manager, Corporate Records & Information Management, is responsible for planning and executing a wide variety of records and information management audit and compliance services for all Regional Departments; overseeing audit processes of the Region's Corporate records and information management activities; identifying, developing and implementing policies and procedures for the continual improvement of information management; and for independently reviewing and appraising the effective life-cycle management of the Region's Corporate records and information assets, in order to accomplish Corporate objectives, in compliance with policies, procedures and sound business practices.

### **QUALIFICATIONS**

- Successful completion of a Community College Diploma in Information Management or related field or approved equivalent combination of education and experience.
- Minimum five (5) years experience with electronic document management systems and/or records and information management systems.
- Thorough knowledge of electronic document management, email and filing systems, Records & Information Management Tools, records and information life-cycle activities, processes, functions and systems.
- Understanding of the interdependencies between Records and Information Management and Information Technology, Legal, and Privacy and Access.
- Knowledge of audit processes, performance management standards, benchmarking and change management strategies to assure the implementation of industry standards and best practices.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self management, accountability, flexibility and adaptability.
- Demonstrated planning, analytical and coordinating skills with the ability to work independently on multiple diverse projects.
- Well developed project management and problem solving skills.
- Ability to maintain confidentiality, exercise judgement and tact in dealing with highly confidential information.
- Ability to formulate and implement quality improvement and change management processes.
- Ability to travel to off site locations in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.

Please forward your resume and covering letter **quoting competition AC7789** by 4:30 pm on **January 30, 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](http://www.york.ca).

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