

# EMPLOYMENT OPPORTUNITY



## Records and Information Analyst

Legal and Clerks Services

### Summary:

Working within Legal and Clerks Services, the Records and Information Analyst will develop and implement a new Records and Information Management (RIM) program as guided by the City of St. Catharines' RIM Strategy. The Records and Information Analyst will work with all departments across the City and work on all components of the RIM program, including policies, procedures, training, and auditing. The individual will also work closely with IT to monitor and evaluate readiness for electronic document management solutions and systems, and will collaborate on potential development and implementation.

### Duties and Responsibilities:

- Design, develop, implement and administer the City's new Records and Information Management (RIM) Program as guided by the Records and Information Management Strategy.
- Develop and implement policies and best practices for records and information management, including overseeing the application of and recommending revisions to the City's Records Retention By-law.
- Conduct records inventories, analyze, and recommend innovative, efficient and suitable solutions to improve records and information management across the organization.
- In cooperation with IT, develop, maintain and optimize electronic document management solutions, including implementing an environment of sharing digital documents within, and among, departments.
- Work with departments to ensure efficient and effective application of the records retention schedule, including the destruction of records.
- Lead and/or participate in projects intended to improve the management of corporate records and information.
- Provide support for corporate-wide records/information management, electronic document management, archives and imaging.
- Monitor changes in applicable legislation to ensure ongoing compliance related to records management.
- Provide support to all users regarding records classification and records management procedures and initiatives.
- Create and deliver training programs related to records and information management.
- Conduct research, audits, and recommend enhancements related to RIM activities and operations within City Departments.
- Champion and promote records management best practices; enhance the profile of records management within the Corporation.
- Provide records management input for processing requests under *Municipal Freedom of Information & Protection Privacy Act* (MFIPPA).
- Provide back-up to staff responsible for managing requests through *MFIPPA*.
- The Office of the City Clerk is responsible for administration of the Municipal Election; this position may be involved in election related tasks.
- Other related duties as assigned.

### Position Requirements:

- College Diploma in RIM / information management, archival studies, or library sciences or a related field.
- Three (3) years RIM experience, preferably in a municipal setting, would be an asset.
- RIM industry certification (Certified Records Analyst (CRA), Certified Records Manager (CRM) and/or Information Governance Professional (IGP)) would be an asset.
- Detailed knowledge and understanding of relevant legislation, regulatory requirements, best practices, and industry standards for managing records.

- Experience in records and information management, including assessment, classification and inventorying of physical and electronic records.
- Proven experience with electronic document management/content management software would be an asset
- Well-developed project management, analytical, problem solving, flexibility, research and organizational skills to coordinate activities of self and others in accordance with established RM goals and objectives.
- Excellent interpersonal and communication skills to deal effectively and tactfully with staff from all departments.
- Ability to work under conditions of strict confidentiality is essential.
- Demonstrated proficiency in Microsoft Office Suite software.
- The physical capability to lift up to 40 lbs.
- A demonstrated commitment to enhancing a safety culture.
- Valid Ontario Driver's licence, Class "G", with a clean driving record.

**Pay Group 5** – Minimum \$58,982 annually; Maximum \$73,727 annually

**Expected Work Location:** City Hall

**Hours of Work:** Currently Monday-Friday 8:30am-4:30pm.

Applications will be accepted online at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). Please reference the recruitment number **2021-18** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.