



100 Regina Street South,  
Waterloo, ON  
N2J 4A8  
519-747-8709

## Internal/External Job Posting

<b>Position:</b> Records Management Program Coordinator	<b>Status:</b> Regular, Full Time	<b>Competition Number:</b> 21-36
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<b>Pay Band:</b> Grade F	<b>Salary/Hourly Range:</b> \$76,280 to \$95,351	<b>Hours of Work:</b> 35*
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<b>Division:</b> Legislative Services	<b>Department:</b> Corporate Services	<b>Work Location:</b> Waterloo City Hall
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### Position Description:

An opportunity exists for a full-time Records Management Program Coordinator to administer the corporate records management programs and systems, coordinate and support compliance of corporate requirements and responsibilities pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), undertake privacy impact assessments and to support the Legislative Services division.

### Accountabilities:

- Coordinate and administer the Corporate Records Management (RM) program including Enterprise Content Management (ECM) software, and onboard RM support staff
- Provide functional support and technical assistance to all divisions with respect to records management, development and implementation of policy standards and training/education programs
- Provide guidance and training on best practice and undertake business requirements gathering to assist divisions with records management needs and program adherence
- Respond to and enable requests for access, specialized workflow and folder design needs in the OpenText ECM system
- Lead the updating and maintenance of the Records retention By-Law.
- Monitor and audit RM program
- Manage and maintain the Inactive Records Program
- Coordinate responses to MFIPPA requests, and provide guidance to the RM and FOI Analyst on sensitive or challenging requests
- Work with the Deputy City Clerk to undertake privacy impact assessments and privacy breach analysis
- Attend Council meetings on an as needed basis
- Assist with the coordination of municipal elections as a member of the Legislative Services Election Team
- Provide support to the City Clerk, Deputy City Clerk and to the division as well as other duties as assigned

### Minimum Qualifications:

- Bachelors Degree in Public Administration, Business Administration, Library Science, Information Management or related discipline
- Minimum of five (5) years of related supervisory or project management experience in a municipal records management function along with a general understanding of municipal governance and administration
- Thorough knowledge and understanding of the MFIPPA; general understanding of the Municipal Act and other municipal legislation
- Experience in developing and implementing records management, privacy protection and information access policies, procedures and training and awareness programs
- Experience with policy development, implementation and interpretation
- Experience with conducting research on industry best practices, standards and methodologies
- Proficiency in Microsoft Office, ECM systems and experience in implementing and/or providing user support for ECM software.
- Proven project management, business process design and organizational skills to manage competing and changing priorities
- Superior analytical and problem solving skills, as well as strong attention to detail
- Excellent interpersonal and communication skills that allow you to interact effectively with staff and customers and other stakeholders
- Self-motivated, goal-orientated individual capable of working in a dynamic and challenging work environment
- Ability to work effectively in a team setting
- A satisfactory police criminal and judicial matters check is required as a condition of hire
- Applicants will be required to undergo skills assessment testing

### Hours of Work:

\*This position requires the incumbent to flex work hours to accommodate attendance at evening meetings of Council or Committees without earning overtime. Equivalent time off will be granted on a 1:1 ratio. The successful incumbent must be available to work Monday evenings.

**Online Application Process**

Interested and qualified candidates are invited to submit their resume and cover letter *in one document* through the online application process at: [www.waterloo.ca/careers](http://www.waterloo.ca/careers)

**Job Eligibility**

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

The City of Waterloo is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants are requested to make their needs known in advance.

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**Posting Date: March 25, 2021**

**Closing Date: April 16, 2021 4:00p.m.**

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