

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Records Co-ordinator/Assistant Clerk** **Clerk's Department**

2 Year Contract with the possibility of advancement and permanent employment  
(35 hours per week)

The Records Co-ordinator/Assistant Clerk is responsible for the corporate information management program - paper and electronic records systems, responding to Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requests for records and providing support to Council and the Clerk's office.

#### Job Requirements:

- Developing, implementing and managing, in co-ordination with the Information Technology Division, a Corporate-wide Electronic Document and Records Management System (EDRMS).
- Managing and maintaining the corporate records classification system, The Ontario Municipal Records Management System (TOMRMS). Co-ordinating the Town's records management program including filing practices, use of manual and automated records management systems, record retention requirements, imaging, storage and retrieval systems in both the paper based and digital environments.
- Developing, implementing and managing records and information related policies, practices, procedures and guidelines, including writing reports and presenting recommendations on document and records management initiatives.
- Providing training related to records and information management, Municipal Freedom of Information and Protection of Privacy, other legislative requirements to staff and/or departments.
- Updating and maintaining the Corporate Policy Manual.
- Preparing and maintaining an inventory of forms used by the Corporation, reviewing forms and recommending appropriate changes to ensure compliance with legislation.
- Assisting with all functions of the Clerk's Office, including secretarial and administrative support to Council and Clerk's Office, provision of ongoing support to one or more Council committees, attending meetings, preparing agendas, minutes and correspondence as may be directed.
- Acting as Deputy Issuer of Marriage Licences and perform the duties of Deputy Division Registrar and Commissioner of Oaths.

- Assisting the Clerk/Returning Officer with municipal elections.
- Co-ordinating and processing Freedom of Information (FOI) requests to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act.
- Ensuring the Corporation complies with the legislative requirements of the Municipal Freedom of Information and Protection of Privacy Act.
- Performing other duties as assigned in accordance with Departmental and Corporate objectives.

Qualifications:

- Post-secondary diploma in a records/information management, public administration or related field.
- 3 years of experience in information and/or records management including management of automated and manual retention/preservation processes, preferably in a municipal environment.
- Experience with the The Ontario Municipal Records Management System (TOMRMS) classification system and an Electronic Document and Records Management System (EDRMS).
- A valid Class G Driver's licence in good standing and access to a personal reliable vehicle for occasional use on corporate business.
- Previous experience using SharePoint and preparing accessible documents is preferred.
- Previous experience with council and preparing council agendas is preferred.
- Certified Municipal Officer (CMO), Accredited Municipal Professional (AMP), Accredited Ontario Municipal Clerk (AOMC) or other similar professional accreditation related to municipal government would be an asset.

**Salary Range: \$63,117.60 to \$71,708.00 per year, Grade 7 on the Town's 2017 pay grid**

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant no later than 4:00 p.m. on Friday, September 8, 2017. Applications may be submitted online, emailed to [hr@orangeville.ca](mailto:hr@orangeville.ca) or submitted in person to the Town Hall. If submitting a resume via email, please quote the job title in the subject line.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the attention of the Human Resources Manager at 87 Broadway, Orangeville, Ontario L9W 1K1.