



M O N C T O N

RECORDS AND INFORMATION MANAGEMENT COORDINATOR

City Clerk's Office

Job # P775

"Moncton is a vibrant and culturally rich community. It is the only officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain its reputation as one of the best places in Canada to live, study, work and play."

The City of Moncton is currently accepting applications for the position of Records and Information Management Coordinator with the City Clerk's Office.

The position will be responsible for the maintenance, safekeeping and lifecycle management of the official records of the City of Moncton in all forms, ensuring that the corporate records are retained and disposed of in accordance with all applicable laws and regulatory requirements. The individual will maintain and enhance the corporate records and information management system, ensuring adherence to the Corporate RIM Policy. This position will work in conjunction with Information Systems staff to ensure maintenance of the Corporate Digital Archives and continued regulatory compliance.

This position reports directly to City Clerk/Director of Legislation.

The successful candidate must have the following minimum qualifications:

- High School graduate or equivalency.
- Must have a minimum of a Bachelor's degree in Information Sciences; Records and Information Management/Archival studies / Library studies or a related field.
- A Certified Records Manager (CRM); Information Governance Professional and Electronic Records Management (ERM) Certificate is an asset.
- Must have a minimum of three (3) years' experience working in the Records Management Field with demonstrated knowledge of electronic records and information management processes.
- Previous experience in the development and implementation of an integrated electronic Corporate Records Management system is required.
- Experience in project management is an asset.
- English essential. The ability to communicate in the French language would be an asset, but not a requirement.
- Must have comprehensive knowledge of records and information management theories, principles and practices; including classification and retention scheduling, preferably in a municipal environment.
- Demonstrated proficiency in Laserfiche or other similar RIM applications. Comprehensive knowledge of word processing, Windows applications and e-mail. Ex. Microsoft Outlook/Excel/Word/Power Point.
- Strong verbal and written communication skills and listening skills, which promote understanding and concise report writing. Demonstrated experience in managing within team based organizations and multi-function teams.
- This position requires appropriate diplomacy and discretion and ability to deal with confidential matters. Because of the administrative functions required for the position, knowledge in office skills and procedures are important.
- Errors due to inaccuracy, neglect, or carelessness could result in embarrassment to the City of Moncton, delay or inconvenience in terms of meeting deadlines or providing service delivery.
- Requires a high level of judgment appropriate to applying established practices, policies or procedures to standard work assignments and resolving frequent problems.
- Must possess demonstrated ability to work independently and to lead others in projects.
- Administers records management functions within the Digital Archives software.
- Understanding of industry standards regarding records management technologies and software capabilities for lifecycle management of digital records.
- Ability to troubleshoot records management related issues within the software solution
- Liaison between staff and Information Systems regarding user related issues and requests for the records management software.
- Anticipate user needs with access and retrieval within the software solution (business process analysis)

The City offers an attractive benefits and salary package in keeping with the City Hall Employees Association/PSAC Local 60200 Collective Agreement.

MISSION: Working together to grow our economy and enhance the quality of life for all citizens.

VISION: A city that inspires.

CORE ORGANIZATIONAL BEHAVIORS: Sustainability, diversity, creativity, engagement and leadership.

The City of Moncton is an equal opportunity employer.

The Applicant must submit their application through the online system that can be found at: www.moncton.ca/employment or obtain an application in Human Resources at City Hall. To obtain more information, please contact Human Resources at (506) 877-7707.

CLOSING DATE: NOON – JULY 10, 2018

(The City of Moncton thanks all applicants for their interest; however, only those scheduled for interviews will be contacted)