



CITY OF PETERBOROUGH

A diversified and active community with a population of approximately 81,000 people offers excellent opportunities for growth, as well as higher learning at Trent University and Fleming College. The City of Peterborough is currently seeking:

RECORDS MANAGEMENT COORDINATOR **Corporate Services Department/Office of the City Clerk** **File #: 17-P-30**

Job Details:

Develop, implement, monitor and maintain a Corporate Records Management System. Lead the implementation of the Corporation's Electronic Management System. Maintain and ensure application of the City's Records Retention By-law. Monitor new regulations and practices regarding records management and make recommendations for changes to the City's policies, procedures and practices.

Qualifications:

Requires an individual who has a 3-year post secondary diploma or degree in Records and Information Management, Informatics, or Library and Information Science or approved equivalent. Candidates with a CRM (Certified Records Manager) designation would be considered an asset. Must have a minimum of five years related experience in records and information management with at least three year's experience using electronic records management software at a senior/administrative level performing duties such as planning and policy analysis/development and/or project management. Demonstrated experience in electronic content management systems, business processing mapping, records analysis, classification, appraisal, acquisition, arrangement and description of all media. Requires thorough working knowledge of municipal legislation/regulations including the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The successful candidate must be a dedicated team player, be able to work independently with minimal supervision, demonstrate initiative and have the ability to envision, analyze, design and implement corporate records management and electronic management system. Must possess demonstrated organizational, prioritization, analytical and research skills. Have proven interpersonal and communication (verbal and written) skills; the ability to effectively direct, motivate, coordinate and build positive, collaborative, productive business relationships. Must also demonstrate the ability to maintain a high degree of confidentiality at all times. Candidates must have access to reliable transportation due to travel to alternate City Facilities and have the ability to perform the physical demands of the position (lifting, bending, climbing, pushing, pulling, crouching etc.)

Salary: \$81,102 - \$88,650

Qualified applicants are invited to submit a résumé and cover letter, quoting **File #17-P-30** no later than 4:30 p.m. on **Thursday, June 1, 2017**, to: City of Peterborough, Human Resources Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021 hr@peterborough.ca

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation. The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs