

**Internal / External
18-09**

Position:	RECORDS ADMINISTRATOR		Number of Positions:	1
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	ADMINISTRATIVE SUPPORT
Location:	BARRIE		Anticipated Date of Hire:	AS SOON AS POSSIBLE
Salary Range:	\$33.84 – 37.91 HOURLY		Position Duration:	SIX MONTHS WITH A POSSIBILITY OF EXTENSION TO A YEAR
			Posting Date:	JANUARY 17, 2018
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

The Records Administrator is responsible for the development, implementation and maintenance of an agency-wide records management system. The incumbent provides leadership, training, consultation and advice in the management and administration of the records across the organization.

Responsibilities:

- Responsible for the development, implementation, and maintenance of the Agency Records Management System;
- Consult with management and provide leadership, consultation and advice to staff on records retention, filing, and records projects;
- Provide analysis, coordination, project management for special records management projects. These include policy and procedure development, paper and electronic records and forms, file consolidations and interface with outside vendors and consultants as required to support a records management program;
- Responsible for the coordination of agency policy development and review;
- Liaise with staff in other health units, Ministry of Health, health care facilities etc., to enhance information management practices;
- Reinforce information management principles and standards;
- Contribute to team and agency effectiveness;

Specific knowledge, skills, abilities

- Advanced knowledge of the aspects of federal and provincial legislation that affect the management of records and demonstrated experience in researching legislated records retention requirements in federal and provincial statutes and regulations;
- Advanced knowledge and demonstrated experience in planning and implementing a records inventory in all media (paper, electronic, video, audio);

- Advanced knowledge and demonstrated experience in the appropriate use of classification systems and the application of classification principles to the management of agency records including the management of personal and shared computer directory structures;
- Advanced knowledge and demonstrated experience in the theory and practice of records retention decision-making, including the appraisal of record value(s), developing and distributing approved retention schedules and strategies for securing compliance;
- Advanced understanding of the various media options available for storing paper and electronic records, when to use them including the equipment, supplies, forms and procedures required to manage and protect active, inactive, archival and vital records;
- Advance knowledge and demonstrated experience in the application of options for protecting vital records against loss and the relationship between vital records and disaster recovery or contingency planning;
- Advanced knowledge of records management software and demonstrated skill and experience in the use of computer-based systems for managing information. Strong system and technology skills. Familiarity with Automated Record Management Systems;
- Advanced organizational and record management skills including the concepts of inventory, cataloguing, storage, retrieval and retention;
- Intermediate knowledge and experience in the use of the features and functions of different types of software for managing electronic records including how to determine an organization's requirements for RM software and the technical criteria for evaluating commercial off-the-shelf software;
- Intermediate knowledge and experience in the use of document management systems including electronic imaging systems;
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Intermediate time management skills with ability to set priorities;
- Intermediate oral and interpersonal communication skills, with ability to engage and coordinate the activities of staff and the ability to develop training materials and conduct employee training one-on-one and in large groups;
- Intermediate written communications skills with the ability to create technical documentation to support records management systems and communicate effectively via email;
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district;
- Able to work independently within established parameters and to function effectively as a member of a team.

Education:

Post-secondary diploma in office administration, library or information science (2 years) plus a certificate in records management (the equivalent of 180 hours of course work – 2 semesters) or the equivalent in education and experience as determined by the Director. Certified Records Manager (CRM) designation preferred.

Related Experience:

Minimum of 5 years records management experience in a health-related organization.

Deadline: 4:00 pm, TUESDAY, JANUARY 30, 2018

For further details: refer to the RECORDS ADMINISTRATOR position description.

For External Applicants Only:

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **18-09** in the subject line.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.