



CLEARVIEW

## Records Management Coordinator

The Corporation of the Township of Clearview

Clearview Township (Stayner Administration office location) is currently seeking a full-time permanent Records Management Coordinator.

### Key Accountabilities

Reporting to the Deputy Clerk, the Records Management Coordinator provides assistance, support and coordination of the records management program, following guidelines and retention schedules established through the Office of the Clerk, records retention by-law and standards utilizing TOMRMS, electronic records management system and assists the Clerk with information requests under the *Municipal Freedom of Information and Protection of Privacy Act*. This position also provides administrative support to the Clerk's Department.

### Skills and Experience

- Post secondary Diploma of 2 or more years in an accredited records management program or equivalent education in AMCTO preferred.
- Minimum 2 years experience in a related position preferably in a Clerks Office or records management environment.
- Knowledge of legislation and processes related to records management, protocols & retention.
- Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.
- Excellent administrative, organizational, multi-tasking, interpersonal, report writing, problem solving and minute taking skills.
- Excellent time management and project management skills, coupled with the ability to juggle numerous diverse activities at the same time.
- Able to work independently and in a team environment.
- Ability to routinely lift and move full file boxes weighing up to 50 lbs.
- High competency level skill with all facets of Microsoft Office, along with Windows, Outlook, Explorer and automated records management system.
- Province of Ontario Class "G" Drivers License in good standing, and use of a reliable vehicle.

### Salary:

Salary range offered for this position is \$55,564 to \$68,213 annually plus a competitive benefits package.

*Note: The preferred candidate must be willing to provide consent for the Township to conduct a background and vulnerable sector check prior to finalizing an employment offer.*

Interested candidates are invited to forward their resume and covering letter quoting **job # 2023-022** to Human Resources **by May 12, 2023**, to: [hr@clearview.ca](mailto:hr@clearview.ca)

*We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.*

*Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*

Please visit: [www.clearview.ca](http://www.clearview.ca)