



EMPLOYMENT OPPORTUNITY LAC LA BICHE COUNTY

Records & Information Management Coordinator

Full-Time Permanent Position

This position is responsible for leading a comprehensive Records and Information Management (RIM) program for Lac La Biche County, including electronic and physical information resources. Responsibilities include supervision of staff within the Records Management unit, including Records Analyst, File Clerk, Project Support Clerk and Mail Clerk. This position serves as the key resource to provide advice and recommendations with respect to the organization's RIM program. Other responsibilities include the development, implementation and maintenance of policies and procedures that will employ appropriate access and control, classification, retention, disposition and preservation to all information resources required by the county. It will observe legislative compliance, organizational values and objectives and industry standards and best practices. This position will also provide RIM, education and training to personnel in upwards of 20 departments.

Core Responsibilities and Duties:

- Draft policy to manage information resources.
- Supervise and monitor performance of Records Analyst, File Clerk, Project Clerk, and Mail Clerk.
- Provide support and training to RIM team members.
- Coordinate work within the RIM Department; assign tasks to appropriate positions.
- Create a baseline and prepare metrics for measuring the success of, and identifying gaps in the RIM program.
- Prepare reports and make recommendations for direction of the program to Senior Manager of Legislative and Information Services.
- Develop and maintain a functional classification structure, retention schedule and records disposition schedule, and manage changes.
- Draft procedures that support policy objectives, including a disposition procedure. Consult with Senior Manager, Legislative & Information Services to finalize before presenting to CAO for approval and implementation.
- Research and apply industry standards and best practices to RIM program elements, including EDRM system.
- Identify software, filing equipment and space requirements for storing and managing Information Resources.
- Collaborate with staff in all units to analyze information resources required to perform their specific functions, and utilize in development of RIM Program.
- Schedule and present training to groups and individuals, enabling them to incorporate the Records Management program requirements as part of their regular routine.
- Oversee record searches when requested from other departments.
- Produce inventories of electronic and physical information resources.
- Prepare RIM budget requirements, excluding staffing, for review by the Senior Manager.
- Assist staff on a department or individual basis when questions or problems arise related to any record-keeping issues.

Qualifications:

- Minimum of a diploma in Records and Information Management, a degree in Archival Studies, or Library and Information Studies. A degree in Business Administration may be considered with relevant experience.
- Minimum of 3 years' experience working at an intermediate-to-advanced level in records and information management. Experience in a municipal government environment would be an asset. Equivalent experience and education may be considered.
- Minimum 2 years in a supervisory role, preferably in a RIM position.
- Having accreditation as a Certified Records Manager (CRM), Information Governance Professional (IGP), Certified Information Professional (CIP), or other RIM certification, would be considered an asset.
- Must have the ability to recognize and employ record-keeping principles to develop and enhance a comprehensive Records and Information Management program.
- Advanced skills in Microsoft Office, databases, and records management software.
- Effective written communication skills including the ability to prepare reports, proposals, policies, and procedures.
- Superior organizational, analytical, research, problem solving, and decision making skills.
- Presentation and verbal communication skills
- Interviewing skills to enable strategic analysis of business functions
- Ability to analyze information and systems
- Must be capable of reaching and lifting heavy boxes weighing as much as 50 pounds.
- The successful candidate will be asked to provide a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets with the satisfaction of the County.

Salary range is \$62,828.60 to \$81,307.60

Lac La Biche County offers a comprehensive and competitive benefits package, including:

- 100% Employer paid Health and Dental Benefits
- Employee and Family Assistance Plan
- Local Authorities Pension Plan
- Competition Number: 42-RIMC-17
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.