

## Records Management Coordinator

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### **DEFINITION**

This is a professional level, moderately complex analytical work involving a wide variety of records and information management functions. Extensive knowledge of Records Management practices and industry standards is required as this information is required to develop internal procedures and identify appropriate departmental systems. Positions within this class typically lead the work within a department records section; there is typically only one per department. The scope of the work is on departmental operational and administrative information records.

Positions in this class perform functions of moderate complexity, assignments are performed with relatively little supervision, and incumbents make independent decisions based on established policies or regulations. Employees provide the in-scope day to day supervision of a team (3 or more subordinate positions) involved in records management. Incumbents are also required to assist leadership team with training, interpretation and development of policies and procedures. Positions in this class also provide consultation with departmental stakeholders on Records and Information Management projects, and record system analysis, identification and implementation and Freedom of Information Protection requests.

This is the department lead position with the scope of the work within the department, typically only one position per department. Positions within this class are not responsible for the day to day manual or electronic filing of documents. The subordinate positions would be involved in the actual manual and electronic filing and document processing of paper and imaged documents and tasked with assisting the department lead with components of the RIM process.

### **TYPICAL DUTIES** \*

Assist the management/leadership team with defining and developing Records and Information Management (RIM) operating policies and procedures; writing policies and procedures with support of RIM leads or senior staff and providing training to users.

Assist the management/leadership team in the inventory, evaluation and recommendation of proper systems; maintains logs and indexes to provide status of information and accurate retrieval.

Executes defined procedures to ensure compliance with RIM policies and the organization's standards.

Describes procedures and standards to others; interprets instructions; maintains documentation of procedures.

Liaison with departmental staff to determine requirements; working within approved procedures assist clients in the completion of projects. Directs people and programs to achieve the assigned responsibilities.

Provides customer service relating to requests for information, analysis, identifying archival records, and records management taxonomy.

Liaison with other internal and external Records and Information Management personal in determining appropriate action for departmental records projects.

Audits results and compliance on a regular and timely basis.

Compile statistics for monthly reports.

Assist with version control of developed policies and procedures.

Administrative duties related to documentation, records management, or as indicated by a manager.

Researches advances/changes in industry standards, resources, and systems.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of privacy and security standards including FOIP legislation.

Knowledge of records and information management systems (databases, electronic systems, or paper).

Extensive knowledge of records taxonomy and life cycle of records management for hard copy and electronic documents.

Strong written and verbal communication skills.

Strong organizational and time management skills.

Strong research and analytical skills.

Considerable knowledge of modern office practices, procedures and equipment.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain moderately complex records and to prepare reports from same.

Ability to understand and execute oral and written instructions.

Ability to deal courteously with clients, co-workers, and the public.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Diploma in Business Administration, Library Sciences or a related discipline with a Records Management Certificate and a minimum of five (5) years' experience with three (3) of those years being in Project Management.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2226		2227	
Grade	022		024	

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