



100 John West Way
Aurora, Ontario
L4G 6J1
905-727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Coordinator, Records Management

Permanent, Full-Time

\$71,349.90 - \$89,186.91 annually

Reporting to the Program Manager, Records Management, the Coordinator, Records Management is responsible for the operation, maintenance and continuous improvement of the Town's corporate records management program. This role will provide support to ensure compliance with the records management policies, best-practices and legislation. This role will provide training and support to departmental staff with respect to the Town's corporate records management program. The incumbent will act as the corporate records management liaison to departmental staff and will process departmental requests to retrieve, distribute and return records as well as coordinate record transfers to or from offsite storage. The Coordinator, Records Management is also responsible for coordinating Freedom of Information requests (FOI) in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). In this role you will also provide daily administrative and general support to the Records Management team, including preparation of correspondence and scheduling as well as oversight of the record team's operating budget, invoices and supplies. This role will also provide support to the Town Clerk for election matters.

To be considered for this position you will have completed a post-secondary education in records and information management, library sciences, business administration, public administration or a related field; at least 2 years of working experience in records management, or an equivalent combination of education and experience. You will have previous experience with municipal legislation including the application of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Municipal Act. You must be able to effectively communicate with all levels of staff, municipalities, government agencies, elected officials, vendors and the general public in a friendly and courteous manner. Excellent analytical, time management, problem solving, demonstration, interpersonal, customer service, verbal and written communications and records management skills are required. You will have the ability to lift, carry or transport file boxes weighing up to 40 lbs. You will have excellent working knowledge of the Microsoft Office Suite. Experience with content management software such as Laserfiche, SharePoint and/or Alfresco is considered an asset. You will possess a valid Class "G" Driver license in good standing and a reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date at the applicants' own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **June 29, 2022** quoting the job title and reference number **22-71**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.