



LEGISLATIVE & RECORDS MANAGEMENT COORDINATOR 1 YEAR CONTRACT

The Township of West Lincoln is located atop the Niagara Escarpment, at the heart of the Niagara Region. With the largest geographical land base in the Region and one of the smaller populations (approximately 16,300), West Lincoln boasts a unique local economy that blends residential, industrial, commercial sectors and strong agricultural roots. The Township is comprised of many rural communities plus the larger urban centre of Smithville. West Lincoln is a growing, thriving Municipality that offers a high quality of life and a strong sense of community. The Township prides itself in facilitating opportunities for positive advancements and providing a friendly and responsive experience.

The Municipality of the Township of West Lincoln is currently seeking a highly motivated individual to fill the position of Legislative & Records Management Coordinator.

Under the direction of the Deputy Clerk, the Legislative & Records Management Coordinator will assist the Director of Legislative Services/Clerk and Deputy Clerk with a special project to implement a new Records Management System for the Township of West Lincoln. The Legislative & Records Management Coordinator will provide legislative and technical support to Committees, Council and senior staff, as required, as well as focusing on customer services and assisting staff with other duties related to the functioning of the Clerk's department.

The ideal candidate will have a degree or diploma in Public Administration, Records and Information Management, Library Sciences or related field/equivalent combination of education and 2-3 years of experience. A certificate in Parliamentary Procedure or Records and Information Industry, and/or Information Governance Professional (IGP) is considered an asset.

The Municipality offers a competitive compensation range for this position, currently set at **\$30.91 - \$37.89 per hour**. This is a full time contract position working 35 hours per week, ending on December 19, 2025. The hours of work are Monday-Friday 9:00 am-4:30 pm.

A full job description can be found on the Township's website: <http://www.westlincoln.ca>.

Interested applicants are invited to submit their resume and cover letter outlining their qualifications and experience by email, no later than **Friday October 11, 2024 at 4:30 p.m.** to the attention of:

Human Resources - Recruitment
By Email to: recruitment@westlincoln.ca
(Subject Line: Legislative & Records Management Coordinator)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.