



Position Synopsis and Purpose
(A position overview and how it connects to the big picture)

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.



Major Responsibilities
(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Records Management & Freedom of Information <i>Act as back-up in the absence of the Administrative Assistant to support with the following roles and responsibilities:</i></p> <ul style="list-style-type: none"> • To assist with the coordination and administration of the Corporate Record Information Management (CRIM) Program; record and track new files opened, assign retention period in consultation with the Deputy Clerk; purge records on a municipal-wide basis in accordance with the Records Retention Schedule; maintain and improve records database. • Assist with the development of records management forms, security, records centre, archival area, etc. • Responsible for the organization of records, to ensure no lost reference resources or inability for others to perform or complete tasks. • Provide support for corporate-wide records/information management, electronic document management, archives and imaging. • Provide support to all users regarding records classification and records management procedures and initiatives. • Assist with the creation and delivery of training programs related to records and information management. • Perform daily administrative, clerical, office filing and retrieval; open new files. 	<p>70%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Assist with the processing of requests under the Municipal Freedom of Information and Protection of Privacy Act. Provide advice and guidance to other departments for compliance with this Act. • Research municipal and other government best practices and Information and Privacy Commission information in the areas of information access and privacy management. 	
<p>Legislative & Administration</p> <ul style="list-style-type: none"> • As required, assist with the preparation of Council and Committee meetings- specifically the agendas, post agenda packages, food orders, set up/take down meeting space), including compilation and circulation of council correspondence • When necessary, support the Director of Legislative Services/Clerk and Deputy Clerk with Council and Committee minutes and drafting resolutions • Deputy Division Registrar, responsible for proper recording of vital statistics such as deaths and issuance of burial permits and marriage licenses in accordance with Provincial regulations • Assist with the preparation and release of Council follow-up correspondence • Assist with receipts, co-ordinating and processing requests for delegation's/community delegations for Council meetings in accordance with the procedural by-law • If required, assists with coordinating appointments to Council Advisory Committees, Boards and Special Purpose bodies, including preparation of the recruitment advertisement and arranging for advertisement of vacancies, receipt and distribution of the applications and preparation of appointment by-law • Assist with the issuance and circulation of lotter license applications in compliance with AGCO rules and regulations • Aid in the review, circulation and issuance of various licenses such as dog kennel application and licenses • Assists and maintains effective and co-operative liaison, and exchanges information, with other staff, municipalities, government agencies, other organizations, members of the public, deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times • Assist in reviewing reports and motions for clarity and accuracy. • Assist with author of report on format, process and report standards 	<p>15%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Research and perform analysis related to by-laws and legislation and prepares reports as required by the Municipal Clerk • Research projects, tasks, assignments and prepare reports to council, committees and various boards and committees 	
<p>Policies/Programs/Service Delivery</p> <ul style="list-style-type: none"> • Assist with preparing policies, procedures and guidelines for corporate-wide services • Assist with the maintenance of Corporate Policy Manual and updates • Assist with the processing of dog barking complaints and dog kennel applications. • Aid in the research, review and writing of grant funding opportunities for the municipality • Assists in maintaining various permits and licenses, including, hunting, and lottery and collect appropriate fees. • Update and revise information on the Township’s website 	10%
<p>Other</p> <ul style="list-style-type: none"> • Assist the Director of Legislative Services/Clerk and/or Deputy Clerk with other special projects as assigned 	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

(Description of types of decision making and independence)

1. **List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.**
 - a. Records Management – The Legislative and Records Management Coordinator is responsible for assisting the Deputy Clerk with the implementation of a corporate records management program, including records classification codes and records retention schedule. Once implemented, the Legislative and Records Management Coordinator will be responsible for the organization of corporate records, including update the Township’s records inventory and repository as well as routine destruction of records per the retention by-law. A records management program provides a standard for maintaining necessary records as required by applicable legislation and is necessary for operational purposes.

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- b. Freedom of Information – Freedom of Information requests are received through the Clerk’s department. Any questions pertaining to the request will be handled by the Legislative & Records Management Coordinator and/or the Deputy Clerk, as well as communications between requester, staff and third parties. The Legislative & Records Management Coordinator may also provide guidance to what documents need to be released through a FOI request and is responsible for maintaining such requests. The Legislative & Records Management Coordinator follows the rules and regulations under the Municipal Freedom and Protection of Privacy Act.



Required Training
(Description of training required in order to perform the major responsibilities)

*Attends training, workshops and seminars where appropriate and as required



Qualifications

Education (degree/diploma/certifications)

- Degree or diploma in Public Administration, Records and Information Management, Library Sciences or related field/equivalent combination of education and experience
- Certificate in Parliamentary Procedure is considered an asset
- Records and Information industry certification (Certified Records Analyst CRA), certified records manager (CRM) and/or Information Governance Professional (IGP) is considered an asset

Experience

- 3 years’ experience in a similar role/Clerk’s department
- Experience with The Ontario Municipal Records Management System (TOMRMS) is considered an asset.
- Experience in records and information management, including assessment, classification, inventorying of physical and electronic records, and policy development.

Knowledge/Skill/Ability

- Knowledge of various software such as eScribe, Microsoft Office, and other Microsoft programs, records management software, eSolutions or related website software
- Extensive knowledge of the overall operations of the Township including policies, procedures, etc.
- Knowledge of municipal by-laws, policies, government administration and Council processes and procedures.

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- Understanding of policies and related legislation or initiatives and their significance and potential impact.
- Ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality.
- Excellent customer service skills.
- Attention to detail, organizational, prioritizing, time management skills and decision making ability.
- Ability to work independently and collaboratively with multiple departments and stakeholders.
- Superior interpersonal and communication skills to effectively deal with the public, staff, elected officials and other in/external contacts.



Position Classification
(Where this position fits)

Position Title: Legislative & Records Management Coordinator	Division: Corporate Services
Department: Clerk's	Classification:
Work Location: Township Administration Building	Reports to (Direct): Deputy Clerk
Position(s) Supervised Directly: N/A	Position(s) Supervised Indirectly: N/A
Effective Date:	Revised Date:
Salary Range: \$30.91 – \$37.89 per hour	Hours per Week: 35 hours

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

