

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: RECORDS MANAGEMENT CLERK
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 3	Approval Date: JULY 24, 2023

General Job Responsibility

Records Management Clerk shall be responsible for the design, setup, implementation, management and evaluation of the Municipality records management system, prepares and oversees the development and implementation of a municipal-wide records management policy, provides training on a regular basis to all employees, keeps up-to-date on federal, provincial, and municipal bylaws and policies concerning records management, holds and maintains the original of all deeds, leases, agreements, and other legal documents, works with Manager of Information Technology to setup and maintain an electronic records management system, facilitates and coordinates the annual or biennial contract for the shredding of all documents that have been approved by the Designated Officer, works with Director of Municipal Operations to establish an area for the storage of all municipal records, assists the Municipality's Freedom of Information and Protection of Privacy Administrator with the retrieval, collection, collation, copying, and dissemination of municipal records, prepares reports for Municipal Clerk, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Municipal Clerk.

Specific Job Responsibilities

1. Responsible for the design, setup, implementation, management and evaluation of the Municipality records management system for all staff that includes overseeing the establishment of a records retention schedule or file list, regularly adds files to the list, determines disposition dates for all active and semi-active files, including whether they qualify for destruction, archive, or a special disposition plan.
2. Prepares and oversees the development and implementation of a municipal-wide records management policy along with forms and processes.
3. Provides training on a regular basis to all employees, and each new employee during the onboarding process, regarding the policy and processes for the storage, disposition and destruction all municipal records, including a definition of a municipal record.
4. Keeps up-to-date on federal, provincial, and municipal bylaws and policies concerning records management and the applicable timeframes for which certain records may be destroyed and in which cases records must be kept permanently.

5. Holds and maintains the original of all deeds, leases, agreements, and other legal documents that the Municipality is a signatory to, creating a master summary list for circulation to all Directors once per year highlighting any agreements that are expected to expire within the next twelve months that have a term of more than one year, providing a copy of such documents to the applicable Director or Chief Administrative Officer for follow-up, and if the records is no longer active or required, the Director or Chief Administrative Officer recommends to Records Management Clerk that the document can be archived or destroyed.
6. Work with Manager of Information Technology to setup and maintain an electronic records management system, establishing policies and processes for who has access, what information and records are to be electronically stored and in what priority, recommendations for scanning and storing historic records, establishing the required metadata fields, and overseeing the ongoing use and updating of the electronic system.
7. Facilitates and coordinates the annual or biennial contract for the shredding of all documents that have been approved by the Designated Officer to be shredded according to the Municipality Destruction of Records policy.
8. Works with Director of Municipal Operations to establish and furnish an area of municipal property or externally rented space for the storage of all municipal records, and such storage may be in multiple locations with due consideration for maintaining proper dehumidification to prevent the deterioration of the paper or electronic files.
9. Assists the Municipality's Freedom of Information and Protection of Privacy Administrator with the retrieval, collection, collation, copying, and dissemination of municipal records to the FOIPOP Administrator that are subject to release according to Part XX of the *Municipal Government Act*.
10. Prepares reports for Municipal Clerk on various topics and issues during the year as requested.
11. Other duties and responsibilities as may be assigned from time to time by the Municipal Clerk.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a diploma or certificate in records management, business or administrative management, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of two (2) years experience working in a public sector organization where they did records management work, or a private sector firm where they were responsible for overseeing the records management, storage and

retrieval of the company's records on a daily basis, with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional organizational and documentation skills with knowledge of the principles and practices of records management, be fluent with Microsoft Office, and comfortable working in a time sensitive, fast-paced work environment, often with short timelines. This position will occasionally require work outside of normal office hours including evenings and weekends.