

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Information Management Coordinator

Permanent, full-time position

Reporting to the Manager, IT Client Services, you will lead and coordinate a comprehensive records and information management program for all County departments in accordance with the Municipal Act, Municipal Freedom of Information and Protections of Privacy Act (MFIPPA), and other relevant legislation. This position will collaboratively set the strategic direction for governance of corporate information and plan, evaluate, monitor and oversee the ongoing improvement of the corporate records and information management program for Northumberland County. The Information Management Coordinator will also ensure records and information are being kept in a cost effective, secure and consistent manner throughout all County departments in accordance with by-laws, policies and procedures, and contribute to development of a strategy for sustainable management of information through the evolution of technology, incorporating automation and best practices when possible, and in alignment with Information Technology strategies and directives.

Specific Responsibilities Include:

- By-law, policy & procedure development, implementation and maintenance as it relates to information governance and records and information management;
- Lead business change initiatives and techniques in records and information management (technological and otherwise);
- Retention Schedule and Personal Information Bank implementation and maintenance in accordance with legislation and best practice;
- Coordinate lawful review and disposition and/or destruction of retention expired corporate information;
- Manage physical file inventories for centralized records repositories in accordance with TOMRMS;
- Research and oversee procurement, implementation, and administration of County enterprise content management system in collaboration with IT and operating departments;
- Consult with IT and operating departments regarding records management integration and maintenance in all existing and future software;
- Provide training and support for all staff regarding the implementation of records and information management policies, procedures, best practices, enabling them to incorporate RIM requirements as part of their regular routine;
- Oversee records searches and retrievals under the Freedom of Information Act as directed by the Clerk and when requested from internal departments;
- Identify and pursue new sources of funding, grants, cost recovery or external partnerships.

Qualifications & Skills:

- Diploma or Degree (Degree preferred) in a related field required (Information Management, Library and Information Science, Public or Business Administration, Computer Science);
- Certification/designation in one or more of the following an asset: Certified Records Management (CRM) designation, Certified Information Privacy Professional, Information Governance Professional, Project Management Professional, Certified Change Management Professional, and/or Certified e-Discovery Specialist;

- A progressive work history experience in records management, or similar settings (municipal/government environment preferred);
- Expert knowledge of a File Classification System such as The Ontario Municipal Records Management System as well as knowledge of Municipal Act as it applies to information management and accessibility and retention legislation including MFIPPA, PHIPA, FIPPA, GDPR, Records Retention Legislation for all types of municipally produced records;
- Experience coordinating organization-wide migration from shared drives to information management system;
- General working knowledge of corporate/departmental software applications and technology; familiarity with related information processes to meet administrative, financial and legal requirements;
- Experience with Microsoft Office 365, and implications related to Cloud hosted information;
- Understanding of existing and emerging information management technologies;
- Experience designing and presenting training information in multiple formats;
- Understanding of existing and emerging technology, standards, frameworks and principles for information organization, description and indexing that supports effective management, discoverability and disposition in all formats;
- Ability to establish and maintain productive and collaborative working relationships throughout the organization and understand needs of internal and external stakeholders;
- Effective application of planning, pedagogical and change management principles;
- Familiarity with technological information retrieval tools and resources;
- Ability to systematically obtain access to relevant information, utilize policies and procedures, with a realistic understanding of the issue and the impact of the decision on the stakeholders, staff and corporation;
- Demonstrated ability to develop positive customer relationships and work effectively with team/work groups to accomplish organizational and departmental goals.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Wednesday, December 1, 2021** to:
 Human Resources
 County of Northumberland
 555 Courthouse Road
 Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
 Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.