

Corporate Records Manager

City Clerk's Office

(Temporary full-time for approximately seven months)

Posting No. 191(222)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Directs the implementation and maintenance of the Corporate Records and Information Management Program.
2. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
3. Develops policies, retention schedules, procedures and guidelines, for the management of Corporate records and information, by reviewing and analyzing business needs, record-keeping methodologies, technology, legal requirements and industry best practices.
4. Assists with identifying and implementing corporate information governance principles and administering access and privacy legislative requirements and best practices.
5. Provides leadership and direction, pertaining to all components of the Records and Information Management Program, to records and information coordinators within departments and works with staff at all levels of the Corporation regarding the implementation of the program.
6. Directs the evaluation and revision of the Corporate records classification schemes and conversion of departmental records management systems to the Corporate records management system.
7. Manages the Corporate Records and Information Management Program, including budgeting, cost control, education, training, communication and promotion.
8. Researches and identifies emerging technology and business trends to assess applicability to the organization and directs the implementation, ongoing monitoring and maintenance of systems throughout the Corporation.
9. Establishes records and information management methodologies, in collaboration with the IT Division and departments, to develop best practices and procedures for records in electronic and paper formats.
10. Oversees the regular review and assessment of the Records and Information Management Program, including auditing departmental practices, evaluating and reporting findings and making recommendations for improvements.
11. Assists with identifying and establishing goals, performance targets and metrics for the Corporate Records and Information Management Program.
12. Oversees the management of Corporate records at the records centre.
13. Provides direction to departments to develop and implement a vital records program by identifying vital records and information management elements of organizational business continuity and a disaster recovery plan.
14. Participates in continuing education, research, networking with professional and industry organizations.
15. Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from a recognized, two-year, post-secondary records management program.
- Possession of the Certified Records Manager (CRM) designation.
- Six years diversified and progressively responsible records and information management experience.
- Thorough knowledge of the administration and organization of the City of Saskatoon.
- Considerable knowledge of *The Cities Act*, *The Local Authority Freedom of Information and Protection of Privacy Act*, and other relevant municipal, provincial and federal legislation, pertaining to the management of municipal records, access to information and protection of privacy.
- Considerable knowledge of records and information management industry trends and information governance principles and evaluation tools.
- Thorough knowledge of electronic records management terminology, principles and procedures.
- Demonstrated ability to communicate effectively, orally and in writing.
- Ability to maintain a high level of confidentiality.
- Ability to implement electronic records management systems.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective working relationships at all levels of the organization and with external contacts and to respond effectively to customer needs.
- Demonstrated leadership, organizational and problem-solving skills.

SALARY:

\$73,065.12 to \$85,937.76 per annum (2016 rates).

CLOSING DATE:

Wednesday, May 17, 2017