



Town of Blackfalds

Position Description

Title:	Records Management & FOIP Coordinator
Reports To:	Director of Corporate Services
Direct Reports:	None
Position Summary:	Responsible for developing and implementing Town and project-specific document control systems, maintaining records, and overseeing document control for regulatory and legal compliance. Overseeing the management of active, inactive and vital records and overseeing records retention. Accountable for the tracking, distributing, administering and managing the Town's comprehensive Records Management program. Act as FOIP Coordinator for the Town.

Required Knowledge, Skills and Abilities

- Knowledge of document management and document capture/image capture systems
- Knowledge of data integrity and records storage maintenance (i.e. shifting)
- Knowledge of FOIP
- Experience working with many file types
- Excellent interpersonal communication skills
- Ability to work individually or as part of a team
- A self-starter, capable of working in a fast-paced environment both independently and in teams
- Solid planning, organizing and problem-solving skills
- Commitment to continuous improvement and excellent customer services
- Familiarity with Municipal Government Act, other provincial statutes and GAAP

Position Requirements

- Develop, implement and manage an alpha-numerical function-based Classification System, evaluating and revising the records classification schemes and converting of departmental records as needed
- Determine organization and placement of files within file structure including registering paper records in the Town's records management system and filing in appropriate storage areas
- Work with departments to analyze records and business processes in order to evaluate and recommend classification codes, indexing/metadata values, maintenance approaches, search strategies and disposition practices for information and records
- Develops policies, retention schedules, procedures and guidelines, for the management of Town records and information, by reviewing and analyzing business needs, recordkeeping methodologies, technology, legal requirements and industry best practices
- Collect, scan and upload all technical documents such as reports, drawings and blueprints ensuring they are collected and registered in the document control system
- Scrutinize and input document data into the document control system, ensuring that the information entered is always accurate and up to date
- Advise Director of Corporate Services regarding costs for budget resources, including offsite file storage, shelving, and onsite storage supplies. Reorder replacement supplies as required.
- Maintain day-to-day control of all records storage areas including monitoring of space, and ensuring that all records storage areas are maintained in a physical condition that is optimal to effective records storage and retrieval
- Notify, guide and plan for ongoing education of staff with regards to records and information management ensuring they know how to access updated document versions
- Provide support to the Infrastructure Services Manager and Planning & Development Manager for compilation of drawings and manuals required for tender purposes, validating the contractor files are up to date
- Review and assess the Records Management Program, including auditing departmental practices, evaluating and reporting findings and making recommendations for improvements
- Manage vendor relationship with off-site records storage contractor including initial transfer, retrieval and re-file requests, as well as contracted shredding service for all departments
- Extract the various document control reports defined in the project instructions, providing routine reporting to the Project at prescribed intervals



- Coordinate the transfer, storage and destruction of inactive records, including the annual yearend file closure processes and transfer from departments to main file storage areas, and the annual disposition process
- Process all access to information requests under the FOIP Act, liaising with the appropriate Town staff, Board/Commission members, Head of Public Body, and the Applicant
- Identify potential privacy risks through the Town's collection and use of personal information and provide direction in operational change to mitigate the risks including developing procedures for collection, use, access and disclosure of personal information
- Liaise with the Privacy Commissioner's office, and Service Alberta's FOIP Help Desk
- Develop, plan and deliver training including coaching for elected officials, management/board members and staff regarding FOIP responsibilities for the public bodies
- Monitor and advise staff regarding administration of FOIP and records and information best practices
- Develop, update and maintain the Town's Personal Information Bank (PIB) and identify potential privacy risks

Preferred Education and Experience

- Knowledge of FOIP and electronic document & records management systems (EDRMS)
- Freedom of Information and Protection of Privacy certification
- Advanced knowledge of Microsoft Office 365 and SharePoint.
- Diploma in Information and Records Management, Archival Studies or Library Science
- Possession of the Certified Records Manager (CRM) designation an asset
- 3 years+ experience working in records management, preferably in a municipal government environment
- 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
- Above average verbal and written communication skills. Proven ability to communicate firmly and diplomatically with the public and respond courteously to complaints and difficult customers
- A professional and calm demeanor, coupled with a strong intuition for dealing



- with people
- Commitment to continuous improvement and excellent customer service
- Current Standard First Aid & CPR
- Additional Requirements:
 - a. Must be a minimum 18 years of age
 - b. RCMP Criminal Record Check with Vulnerable Sector Screening
- Valid Driver's License with current Drivers Abstract

Physical Demands

- Lifting to 50lbs. on the occasional basis.
- Office equipment (computers, scanning, photocopy), memory keys – USB, tables and chairs
- Low level and waist level lifting to 20lbs. as well as overhead reaching and above shoulder lifting, could also include trunk rotation and side carrying with either dominant or non-dominant hands
- Pushing and pulling of supplies
- Sitting for long periods of time

Work Environment

- The noise level in the work environment is quiet to loud.
- Potential interactions with concerned members of the public

Conclusion

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.



CAO

Approved/Revision Date: August 14, 2019

