

Job Posting #: 11
Job Title: Coordinator, Records Management
Department: Legislative Services
Reports To: Manager, Legislative Services
Directly Supervises: None
Status: Full Time Permanent
Hours per Week: 35
Salary: Grade 7 - \$56,580.07 to \$68,799.62 (under review)
Application Due Date: March 20th, 2026

Position Summary

The Records Management Coordinator is responsible for the organization, maintenance, and lifecycle management of the Municipality's Corporate record and information (RIM) program, including records in both physical and electronic formats. This position ensures compliance with legislative requirements, municipal by-laws, and records retention policies, with the TOMRMS classification system. Working under the direction of the Deputy Clerk, the Records Management Coordinator plays a key role in developing and updating policies and procedures, responding to access-to-information requests, and supporting municipal staff in consistent and compliant records practice.

Role Specific Duties and Responsibilities

Records Management:

1. Maintain the Municipality's records classification and retention system (TOMRMS) across all departments including indexes of physical and electronic records held by the Corporation.
2. Oversee the organization, storage, retrieval, and secure disposal of electronic and physical records in accordance with retention schedule, Records and Information Management Policy, and applicable legislation.
3. Responsible for preparing and implementing project plans related to records management, in collaboration with other internal groups.
4. Maintain council-related indexes and records.
5. Assist in the creation, review and updating of corporate policies related to records management, including electronic records, email retention, privacy and security.
6. Assist staff from other departments in the classification, filing and disposition of records while also ensuring that departments adhere to the policies and procedures associated with the retention and disposal

- of records. Conduct audits to assess compliance with records management policies, procedures and practices.
7. Monitor compliance with records retention schedules and recommend updates in response to legislative or operational changes.
 8. Assist with internal records management training, including attendance at scheduled training sessions and provision of one-on-one support to staff in other departments.
 9. Assist with research into new technologies, classification systems and methods related to records management including security protocols, data integration, document imaging systems and electronic records and document management.
 10. Participate in and act as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.

Access to Information:

1. Support the Legislative Services team in processing Freedom of Information (FOI) requests made under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
2. Ensure the protection of personal and sensitive information in all recordkeeping processes.
3. Provide customer service to the public and other agencies inquiring about Freedom of Information requests, process, and municipal disclosure obligations.
4. Assist with research into relevant IPC guidelines, order and decisions to ensure the Municipality's compliance with access to information requirements.

General Duties and Accountabilities (All Municipal Roles)

1. Provide a high standard of customer service while responding to inquiries and resolving complaints from the public.
2. Provide and maintains a high degree of confidentiality and security of information at all times.
3. Clearly, concisely and actively communicate in a timely manner.
4. Excellent organizational and time management skills with attention to detail.
5. Demonstrated ability to work independently and collaboratively.

6. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
7. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

- Possess a valid Class "G" Driver's License in good standing.

Education, Skills and Experience

- Post-Secondary diploma in administration, business, political science or related discipline or an equivalent combination of education and experience.
- 2 to 5 years related experience, preferably in a municipal environment.
- Familiarity and understanding of local government functions and responsibilities under the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, and other relevant legislation.
- Thorough working knowledge of Microsoft Office applications and experience using records management software (e.g., TOMRMS, SharePoint) would be an asset.
- Exceptional customer services skills required to respond to inquiries and resolve complaints from the public and staff.
- Strong skills in communication (written, oral and interpersonal), organizational, public relations, project and time management.
- Ability to multi-task, to work with interruptions, and to display common sense and patience.

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter interruptions.
- Must be able to lift boxes of records weighing up to 30 lbs.
- Normal hours of work are 35 hours per week, Monday to Friday.
- Position may be considered for a hybrid work arrangement.

Contacts and Interactions

- Communicate regularly with municipal staff, government agencies and the public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #11 by March 20th, 2026, at:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.