

Responsible – Archives and Records Management (Posting 2023-41)

Legal Affairs and City Clerk

Permanent position – Open to internal and external applicants

Department mission

To ensure the integrity of the City's actions by vigilantly overseeing the enforcement of laws and by-laws and delivering high-quality services, in a spirit of respect for people and an ongoing pursuit of excellence.

Responsibilities and goals associated with the position

The work consists of performing and coordinating all tasks related to managing the City's records and archives, including paper and electronic documents. The jobholder develops proposals for programs, policies and procedures, retention schedules, file plans and other records management tools. He or she ensures the tools are up to date and coordinates their implementation in various City departments, oversees document preservation and protection and manages official documents in order to preserve their legal value in accordance with the retention schedule and applicable laws and regulations. As needed, the jobholder performs various general office duties in order to provide the administrative and operational support the department requires.

The jobholder's main responsibilities are as follows:

- Applies the laws, standards and records management procedures regarding document filing and disposition and tools for research and locating documents and information;
- Drafts proposals for policies and procedures, informational documents and user guides for records and archive management software, ensures they are up to date and coordinates their application in various departments on an ongoing basis;
- Coordinates and supervises the activities of staff assigned to records management, ensures that the work completed meets targeted objectives, assigns tasks, oversees the application of work methods and advises employees on complex or unusual cases;
- Develops, updates and coordinates the application of the City's record file plan in the various departments;
- Plans, reviews and recommends specialized records and archive management computer tools and coordinates their implementation; contributes to developing and updating these tools, collaborates on the integration of databases that have an impact on records management and on the implementation of the integrated document management (IDM) system, manages access to systems and uses any other computer tool required to complete projects and collaborates on research and trials of appropriate tools;
- Coordinates and controls the volume of semi-active and inactive records by applying the retention schedule, supervises records accession and transfer, verifies transfer forms, oversees the storage of paper and electronic documents and coordinates document destruction activities;
- When required, guides and directs the work of students, interns and casual employees assigned to records management tasks and verifies the quality of the work;
- Performs searches for information and documents requested by City departments and residents;
- Organizes, coordinates and facilitates training for those in charge of disposition in the various departments and for records management software users;
- Performs any other related tasks.

Requirements

- A college diploma in an appropriate field of study, such as documentation science and a university certificate in archival science or digital information management.
- Two (2) years of experience in a similar position.
- Extensive knowledge of records management techniques.
- Good knowledge of spoken and written French.
- Good knowledge of the administrative machinery and filing systems in place in the City.
- Ability to coordinate and monitor employees' activities.
- Research, analysis and synthesis skills and ability to write clear and concise reports.

Working hours

For the period between Thanksgiving and the first (1st) Monday of May: Monday to Friday inclusively, 8:30 a.m. to 4:30 p.m., minus one (1) hour for lunch. For the period between the first (1st) Monday of May and Thanksgiving: Monday to Thursday inclusively, 8:00 a.m. to 4:30 p.m., minus forty-five (45) minutes for lunch; Friday, 8:00 a.m. to noon.

Annual salary

Between \$58,747 and \$76,512 (White Collar – Group 10)

Posting dates

February 20 to March 5, 2023

How to apply

To apply for this position, go to www.pointe-claire.ca/en/city/jobs/ and click on "See available jobs". You must submit your application no later than **March 5, 2023**.