



qathet REGIONAL DISTRICT

Job Posting Full-Time Records Management Clerk

Our Administrative Services Department is currently seeking a highly proficient and skilled records and information management administrative professional to serve in the role of Records Management Clerk.

Under the direct supervision of the Assistant Manager of Administrative Services, the Records Management Clerk is a unionized position accountable for assisting with the ongoing implementation and maintenance of the Regional District's Records and Information Management (RIM) Program.

Serving as an internal corporate records management specialist, the Records Management Clerk performs day-to-day filing of corporate records and monitors filing performed by clerical personnel to ensure quality control of filing practices and conformance to the RIM Program and LGMA Standards. The Records Management Clerk also provides legislative/corporate records management support related to bylaws, policies, FOIPPA requests, and maintains various record tracking systems. The Records Management Clerk is authorized to process open records as well as confidential information/records within the scope of authority and is accountable for ensuring that confidentiality is maintained when handling sensitive and confidential information.

As a member of the Administrative Services team, the Records Management Clerk is also accountable for providing general administrative support services relating to Regional District Board and Committee Agenda production, minute preparation, meeting support, appointments to Board committees, and elections support. In addition, the Records Management Clerk provides backup support for front desk reception duties of the Receptionist/Clerk, as required.

If you demonstrate superior administrative professional skills with a high degree of accuracy and thoroughness, and strong attention to detail and quality control practices – you may be a great fit for this role. To be successful within this position, we require that you be highly proficient in hard copy and electronic records management systems and practices pertaining to open and closed filing. We also require that you have demonstrated experience in records management operations.

To help us achieve our mandate, the Records Management Clerk meets the following qualifications:

- Completion of Grade 12 or equivalent. Post-secondary education including certificate or diploma in office administration or a related discipline is preferred.
- Demonstrated knowledge of Local Government Administration is an asset.
- Certificate in Local Government, Municipal Administration, or Records Information Management is desirable.
- Minimum of two years' experience required in a similar role.
- Demonstrated experience in marketing, public relations and communications is an asset.
- Knowledge of the *Local Government Act*, *Community Charter* and parliamentary procedures.

- Demonstrates a strong knowledge of municipal governance, structure, regional issues, policies, practices, and service delivery.
- Knowledgeable of records retention legislative requirements and records Information Management (RIM) Program best practices (e.g. LGMA Model Classification and Retention Schedule, ARMA International Generally Accepted Recordkeeping Principles).
- Knowledgeable of communications best practices and privacy legislative requirements.
- Knowledgeable of, and efficient in, types of software applications associated with the position (e.g. website content management applications such as WordPress).
- Demonstrates highly proficient typing skills, advanced email, Internet, word processing, and basic spreadsheet and graphic design skills.
- Demonstrates excellent oral and written communication skills, and a thorough knowledge and use of the English language.
- Demonstrates a high level of ability and proficiency in performing editorial services, minute taking, conducting research, and preparing reports and public education materials.
- Demonstrates ability to maintain a high level of accuracy with excellent attention to detail, and can maintain sustained mental effort to complete tasks, while dealing with constant interruptions.
- Demonstrates excellent time management and organizational skills, and the ability to multi-task competing priorities.
- Demonstrates excellent interpersonal and communication skills. Demonstrates tact and diplomacy, and responds in a professional and courteous manner, when interacting with others.
- Demonstrates the ability to perform and excel with minimal supervision, yet strives within a team environment.
- Demonstrates the critical importance of respecting and maintaining confidentiality as per legislative requirements, and in the best interest of the organization and those served.

This employment opportunity is a full-time (35 hours per week) unionized position, with a wage of \$34.11 per hour. This position is subject to the CUPE Local 798 Collective Agreement. Hours of work are generally between Monday to Friday, 8:30 am – 4:30 pm. The qathet Regional District has a Flexible Work Arrangement policy and program, available to staff after a 6 month probationary period.

If you would like to apply your professional skills to help the Regional District achieve its vision, mission, and goals, please send your cover letter and resume to our Assistant Manager of Administrative Services, Sarah West, no later than 4 pm August 13, 2024. We thank all who apply but only those selected for an interview will be contacted. Formal testing may be required.

Submit your cover letter and resume via email to:

Sarah West, Assistant Manager of Administrative Services
 #202 – 4675 Marine Avenue
 Powell River, BC V8A 2L2
 Phone: 604-485-2260
 Fax: 604-485-2216
 Email: employment@qathet.ca



qathet REGIONAL DISTRICT

Job Description Records Management Clerk

Department	Administrative Services
Reports To	Manager of Administrative Services (Corporate Administration Officer)
Job Description Approval Date	
Job Description Approved By	Al Radke, Chief Administrative Officer

POSITION & DEPARTMENT SUMMARY:

Under the direct supervision of the Manager of Administrative Services, the Records Management Clerk is a unionized position primarily responsible for assisting with management of the District's main records centre, including retention, storage, and destruction in accordance with the Records Retention and Disposal Bylaw. The position also includes duties related to legislative and governance functions within Administration, including meeting support, agenda and minutes preparation, elections, and freedom of information. The employee will provide regular assistance with in camera agenda materials, but not items related to current labour union negotiations, grievances, personnel management, or management salary reviews, or other staff personal information. The position will be required to maintain confidentiality at all times with in camera material.

KEY DUTIES AND RESPONSIBILITIES

Records Management

1. Serves as an internal corporate records management specialist regarding the LGMA Model Classification and Retention Schedule. Contributes to the development of the Regional District's RIM Program Bylaw, policies, and standards.
2. Provides filing and file development for a wide variety of records within Administration, including meeting agendas, minutes, and bylaws, agreements, elections and voter approvals, correspondence, subject files related to operations, and financial transactions,
3. The Records Management Clerk will not provide assistance with the employee payroll records, personnel files, benefits information, or other staff personal information.

4. Provides filing and file development throughout the organization as directed by the Manager of Administrative Services.
5. Assists in ensuring that the Regional District's corporate records management practices comply with applicable legislative requirements and industry standards (e.g. LGMA).
6. Assists in the systematic control over the lifecycle of information/records (hard copy and electronic). Related job functions include:
 - a. Implementing and maintaining active/current corporate records systems
 - b. Implementing and maintaining retention guidelines/policy and schedules
 - c. Determining information capture and registration business rules
 - d. Determining standardized filing/records supplies for use corporate-wide (and ensuring adequate stock is maintained)
 - e. Establishing and maintaining tracking systems to monitor movements of records within the records management system
 - f. Implementing and maintaining inactive corporate records systems and schedules specific to departmental business processes and records retention requirements
 - g. Maintaining equipment and storage spaces required to ensure safeguarding and integrity of on-site records
 - h. Ensuring that the destruction of records, is performed as per established controls and authorization, and in accordance with legislative requirements
 - i. Ensuring the retention and preservation of permanent/archival corporate records, deemed to be the Regional District's permanently valuable records (e.g. Bylaws, Board minutes, Committee minutes, property records, etc.) are retained as per the Archives Association of British Columbia (AABC) Guidelines
7. Makes recommendations to Manager of Administrative Services regarding records management operational issues to address areas of concern related to FOIPPA, security issues, etc.
8. Contributes to disaster planning and the safeguarding and recovery of vital/essential corporate records.
9. Assists the Manager of Administrative Services with performing regular internal quality assurance and audits as per Generally Accepted Recordkeeping Principles (i.e. ARMA International).
10. Assists with filing of in camera Board materials, but not items related to current labour union negotiations, grievances, personnel management, or management salary reviews, which will be handled by management and other exempt staff. Ensures confidentiality is maintained when handling sensitive and confidential information.

Board and Committee Administrative Support

11. Assists the Corporate Administration Officer in carrying out administrative and procedural functions associated with regular and in-camera Regional District Board meeting preparation and administration, as directed, and excluding items related to current labour union negotiations, grievances, personnel management, labour relations or management salary reviews
12. Provides back-up administrative support regarding regular Regional District Board and Committee meetings, when required, and as per the direction of the Corporate Administration Officer.
13. Assists in the preparation of minutes for Board and standing committees, as directed.

Legislative/Corporate Administrative Support

14. Assists Corporate Administration Officer with tracking and responding to public, and external stakeholder inquiries brought to the attention of the Board and Chief Administrative Officer's (CAOs) Office.
15. Assists with filing of in camera records as per legislative requirements, and the Records Information Management (RIM) Program adopted by the Regional District (i.e. Local Government Management Association (LGMA) Model Classification and Retention Schedule). Ensures confidentiality is maintained when handling sensitive and confidential information.
16. Provides Back-up support for front desk reception duties of Receptionist/Clerk, as required.
17. Collaborates on maintenance of Administrative Procedure manuals, and provides recommendations for content.
18. Assists with maintenance of records for Terms of Reference and Policies, as well as Board appointments to Committees and associated correspondence and follow-up.
19. Prepares correspondence and other documents as required by the Corporate Administration Officer.
20. Assists Corporate Administration Officer with contract administration (e.g. assisting with contract preparation; ensuring third-party contract documentation requirements are received and processed as per contract terms; ensures filing of original executed contracts, and contract-related documentation, as per corporate records management; tracking expiration and renewal dates of contracts; and assisting senior management with contract renewal processes).

21. Assists Corporate Administration Officer with bylaw development and administration. Assists with corporate policy development and administration.
22. Performs research related activities, as directed by the Corporate Administration Officer (e.g. research to support Regional District Board and Committee information requests; historical information on bylaws, policies, and past decisions; projects, information to support decision making processes or business cases, grant applications, etc.).
23. Assists with human resource management related functions that do not include staff personal information, as directed by the Corporate Administration Officer (e.g. schedules, recruitment processes, etc.).
24. Undertakes special projects as assigned by the Corporate Administration Officer.
25. Provides support to Corporate Administration Officer (Manager of Administrative Services) regarding responses to Information and Privacy Commissioner requests.
26. Assists with Regional District Elections, as directed by the Corporate Administration Officer (Chief Election Officer).

Corporate Memos and Communications

The Records Management Clerk is accountable to perform the following primary job functions:

27. Provides communications support to the Manager of Administrative Services and the CAO; namely writing and editorial services (e.g. preparing memos and reports, public notices, advertisements, etc.).
28. Provides back-up support in development of external communications materials, including news releases, website content, and related Board policies.
29. Supports volunteer appreciation initiatives.

Stakeholder and Public Relations

30. Maintains effective and appropriate working relationships with elected officials and external stakeholders (e.g. First Nations; local, provincial, and federal level governments; other public agencies; community and private sector organizations; service providers, etc.), in order to successfully accomplish Regional District objectives. Represents the Regional District at stakeholder led meetings, advisory committees, and ad hoc committees, as assigned and directed by the Chief Administrative Officer (CAO). Collaborates with CAO and senior management team to identify, plan and implement Regional District led stakeholder engagement opportunities in support of Regional District business, and to foster stakeholder and public relations. Participates in, leads, and/or facilitates Regional District led advisory or ad hoc committees, as directed by the CAO.

EDUCATION, EXPERIENCE & TRAINING:

1. Completion of Grade 12 or equivalent. Post-secondary education including certificate or diploma in office administration or a related discipline is preferred
2. Demonstrated knowledge of Local Government Administration is an asset
3. Certificate in Local Government, Municipal Administration, or Records Information Management is desirable.
4. Minimum of two years' experience required in a similar role
5. Demonstrated experience in marketing, public relations and communications is an asset

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the *Local Government Act*, *Community Charter* and parliamentary procedures
2. Demonstrates a strong knowledge of municipal governance, structure, regional issues, policies, practices, and service delivery
3. Knowledgeable of records retention legislative requirements and records Information Management (RIM) Program best practices (e.g. LGMA Model Classification and Retention Schedule, ARMA International Generally Accepted Recordkeeping Principles)
4. Knowledgeable of communications best practices and privacy legislative requirements
5. Knowledgeable of, and efficient in, types of software applications associated with the position (e.g. website content management applications such as WordPress)
6. Demonstrates highly proficient typing skills, advanced email, Internet, word processing, and basic spreadsheet and graphic design skills
7. Demonstrates excellent oral and written communication skills, and a thorough knowledge and use of the English language
8. Demonstrates a high level of ability and proficiency in performing editorial services, minute taking, conducting research, and preparing reports and public education materials

9. Demonstrates ability to maintain a high level of accuracy with excellent attention to detail, and can maintain sustained mental effort to complete tasks, while dealing with constant interruptions
10. Demonstrates excellent time management and organizational skills, and the ability to multi-task competing priorities
11. Demonstrates excellent interpersonal and communication skills. Demonstrates tact and diplomacy, and responds in a professional and courteous manner, when interacting with others
12. Demonstrates the ability to perform and excel with minimal supervision, yet strives within a team environment
13. Demonstrates the critical importance of respecting and maintaining confidentiality as per legislative requirements, and in the best interest of the organization and those served

This position description has been designed to serve as a guide for the individual holding the position and for those managing and evaluating the work performed by this individual. It is in no way intended to include all the daily or ongoing tasks associated with the position, nor is it intended to be an all-inclusive list of required knowledge, skills and abilities. This position description also serves as a foundational human resource management tool and is used by the organization to support: recruitment and selection; performance planning, monitoring and evaluation; training and development; and succession planning processes. This position description will be reviewed from time-to-time, and is subject to change to meet the needs of the organization.

As an employee of the qathet Regional District, I embrace the mission, vision and core values of the organization. I have reviewed, and understand, the primary functions associated with this position, and commit to fulfilling these requirements to the best of my abilities. I understand that this is a general description of the duties and responsibilities and qualifications required for this position. As such, I understand and accept that I will be asked to perform other related duties as directed by my supervisor/manager.

Employee _____ Date _____

Manager _____ Date _____

CAO _____ Date _____