

## Job Description

<b>Working Title:</b>	INFORMATION MANAGEMENT AND PRIVACY COORDINATOR
<b>Position Type:</b>	PERMANENT
<b>FTE (ie: 1.0, 0.5):</b>	1.0
<b>Classification:</b>	LEVEL 4
<b>Division:</b>	LEGISLATIVE SERVICES
<b>Department:</b>	CORPORATE SERVICES
<b>Reports To:</b>	MANAGER OF LEGISLATIVE SERVICES
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

### SECTION 1: PURPOSE OF POSITION

Reporting to the Manager of Legislative Services, the Information Management and Privacy Coordinator leads the development, implementation, and ongoing improvement of the Town's corporate records and information management program. Responsibilities include coordinating and maintaining the Town's privacy management program, electronic records management system, training of employees and ensuring best practices. The Coordinator provides legislative and administrative support to the organization, including the administration of the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

### SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
40	<p><b>Privacy and Information Management</b></p> <ul style="list-style-type: none"> <li>• Coordinates and implements the Town's Privacy Management Program</li> <li>• Facilitates and coordinates Privacy Impact Assessments</li> <li>• Compiles information requests and official ATIA and information requests as governed by legislation</li> <li>• Investigates and responds to privacy breaches, complaints, and incidents, including documenting findings and recommending corrective actions</li> <li>• Drafts and reviews policies and procedures related to records, privacy and information management</li> <li>• Collaborates with other departments, external organizations, and the Office of the Information Privacy Commissioner (OIPC)</li> <li>• Develops and provides training and education related to information and privacy management to Town staff</li> </ul>

40	<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>• Designs, implements, coordinates and maintains the Town's electronic records and information management system (excludes Technology Services technical responsibilities)</li> <li>• Coordinates the Town's manual records system</li> <li>• Coordinates the retention and destruction of Town records according to legislative requirements</li> <li>• Assesses and revises the retention and destruction schedule according to legislative requirements</li> <li>• Develops and provides training and education in records and information management to Town staff</li> <li>• Maintains the storage and archives of Town records</li> <li>• Researches and stays abreast of records and information management changes</li> <li>• Manages projects within the scope of the position related to records acquisition or integration to current programs</li> </ul>
20	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Responsible to actively engage in the health and safety program and be held responsible for the health and safety duties and responsibilities as outlined in Element I of the Health and Safety Manual</li> <li>• Performs other duties as assigned and within the scope of this position</li> <li>• Provides support with the Town's Election and/or Municipal Census</li> <li>• Provides general support to the Legislative Services Department</li> </ul>

### SECTION 3: SUPERVISION OF OTHERS

List of positions the incumbent trains and supervises. Indicate title, hours per week and type of supervision.

Position Title	Direct	General

### SECTION 4: QUALIFICATIONS

**Level of education and experience required:**

- Post-secondary education in Business Administration, Records Management, Privacy and Information Management or equivalent
- Experience managing an Access to Information Act and/or the Protection of Privacy Act or Freedom of Information and Protection of Privacy (FOIP) program is an asset
- 3 – 5 years' equivalent combination of education and experience
- Municipal Government Office Administration experience is desirable

**Required designations, licenses, Certificates required:**

- Certificate or Diploma in Records and Information Management, Privacy and Information Management or Systems Administration is an asset
- CRA, CRM, IGP, IGP designation is considered an asset

**Required Knowledge, Skills and Abilities:**

- Demonstrated knowledge of information/records management principles, and data governance
- Knowledge and application of the ATIA, POPA, and MGA and/or similar federal/provincial legislation
- Effective interpersonal and communication skills to develop policies, train staff, and promote best practices

- Skilled in organizing, classifying, and maintaining information within electronic systems
- Ability to analyze and improve information workflows, ensure data accuracy, and support compliance
- Must possess the ability to work under varying workloads, tight deadlines, and minimal supervision
- Desire and ability to apply technical application and programming skills for the electronic records program
- Ability to handle confidential information and apply sound judgement in compliance with policies and legislation
- Ability to lift and move boxes up to 40 lbs.

<b>Software/Technology</b>	
	<ul style="list-style-type: none"> <li>• Extensive knowledge and experience in the use of Microsoft Office modules</li> <li>• Experience working with a records management software</li> <li>• Working knowledge of OnBase is considered an asset</li> </ul>

### PHYSICAL EFFORT

<input checked="" type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.

### WORK ENVIRONMENT

<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.