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| JOB TITLE | ELECTRONIC RECORDS MANAGEMENT SPECIALIST |
| Recruitment Ref # | JD-SE-F01 |
| Location | Staff Engagement Department (Civic Centre Resource Library) |
| Start Date | November 2022 |
| Duration | 2 Year Contract |

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| Hours | 35 hours per week as scheduled. |
| Summary: | Develop, implement, manage, and maintain an Electronic Records Management system for all public, confidential and corporate records. Define corporate standards for record maintenance, the logical organization of documents, ensuring easy access to files, and establish corporate protocols, procedures, and guidelines for storing, retrieving, sharing, and maintaining electronic documents. Enhance operational effectiveness through continuous improvement and participate fully as a member of the VPL team. Actively support Vaughan Public Libraries' Vision, Mission and Corporate Values. |
| Responsibilities | <ol style="list-style-type: none"> 1. Develop and implement an Electronic Records Management system for all public, confidential and corporate records in response to user needs, that meets legislative requirements. 2. Assists in the implementation of, and transition to, the electronic records management system for VPL. Collaborates with internal stakeholders to organize and edit current electronic records. 3. Leads, manages, and maintains all corporate electronic records in collaboration with staff from all portfolios within VPL 4. Defines corporate standards for record management and establishes corporate protocols, authority controls, data governance procedures, and guidelines for storing, retrieving, sharing, and maintaining electronic documents. 5. Orients and trains staff to ensure familiarity and competency in the use of the digital records management system 6. Supports requests for information retrieval, seeks appropriate approvals in the sharing of information both within VPL and external to the organization, and maintains appropriate records of requests for information. 7. Evaluates and monitors business trends and industry advancements relating to electronic records management and applicability in the VPL environment. 8. Actively participates and contributes to internal and external working groups and committees and acts as VPL's representative on external electronic records management initiatives 9. Supports Vaughan Public Libraries' Mission, Vision, and Corporate Values. 10. Responsible for ensuring compliance with Occupational Health and Safety Act and Regulations and the corporate Health and Safety Policy and related procedures. 11. Performs other assigned duties. |

EXTERNAL JOB POSTING Full-Time Contract Non-Union Position

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| Requirements | <ul style="list-style-type: none"> • Records Management or Information Management Degree (preferred) or Degree in a relevant field of study. • Minimum of two years related experience in digital records or electronic document management. • Strong technical, analytical thinking and problem-solving skills. • Effective interpersonal skills and oral and written communications skills. • Excellent organizational skills and time management. • Excellent computer skills including in-depth knowledge of electronic records management platforms |
| How to Apply | <p>Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #JD-SE-F01. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, L6A 4W2. Submissions will be accepted by email at vpljobs@vaughan.ca.</p> |
| Closing Date of Posting | NO LATER THAN OCTOBER 23, 2022 BY 4:00 P.M. |
| For Further Information | Please contact Jennifer Kipper, Manager, Staff Engagement, at 905-653-7323, extn. 4604. |
| Other | <p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. Vaughan Public Libraries is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpljobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> <p>Vaughan Public Libraries has implemented a mandatory vaccination requirement for all its employees. Proof of full vaccination will be required upon receiving a conditional offer of employment. Vaughan Public Libraries will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.</p> |

