



## **JOB DESCRIPTION**

**TITLE:** RECORDS AND INFORMATION SPECIALIST

**DEPARTMENT:** Legislative Services

**LEVEL:** 10

**Position Last Evaluated: Oct 2023**  
**Job Desc. Last Updated: Dec 2024**

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### **JOB SUMMARY**

Under the direction of the Deputy Corporate Officer, the incumbent is responsible for coordinating and supporting the migration of the City's corporate records into an Electronic Document Records Management System (EDRMS) and providing advice and guidance to all City departments to support their continued participation in the Records Management Program. This position also assists with the election process.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Leads the implementation process that will enable and support departments to manage their records by migrating their existing records into the City's EDRMS.
2. Provides functional direction, training and guidance to the department. May provide orientation to new or temporary staff.
3. Provides guidance to City departments and users to support their continued participation in the records management program.
4. Oversees records destruction process, including preparing authorization for destruction forms and assisting in the records destruction process.
5. Assists with the appraisal of records for suitability to transfer to Nanaimo Archives.
6. Builds corporate records/information capacity and buy-in through outreach.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

7. Conducts research and review to support the Records Management Program, and advances annual initiatives such as records inventory, Records Classification and Retention Schedule (RCRS) review and updates, policy and procedures review and updates in accordance with legislation and industry standards, etc.
8. Researches, assesses, tests and recommends the selection of new products, modules and systems, collaborates with consultants as needed, and manages ongoing contracts.
9. Develops and delivers training to all City of Nanaimo staff on records and information management policies, procedures and best practices; develops training materials and support documentation.
10. Acts as an appointed Commissioner for Taking Affidavits in BC.
11. Develops and assists with the application of Records Information Management compliance audits.
12. Ensures records are maintained in accordance with applicable legislation, City bylaws, policies and procedures.
13. Prepares a variety of reports, correspondence and related material.
14. Develops, maintains and updates manuals, system documentation, and standard procedures.
15. Develops and applies metrics to measure the success and impact of records management processes and systems adoption.
16. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of relevant standards; such as, ISO 15489:2016 - Information and Documentation - Records Management, CGSB 72.34 2017 Electronic Records as Documentary Evidence and CGSB 72.11-93 Microfilm and Electronic Images as Documentary Evidence.

Extensive knowledge of current office practices and procedures.

Thorough understanding of related City bylaws and policies governing the work.

Considerable knowledge of local government and legislative authority, the *Freedom of Information and Protection of Privacy Act*, the *Local Government Act* and the *Community Charter*.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Strong knowledge of records and information management theories, principles, practices, methods, techniques and technologies related to both physical and electronic records, including classification systems, records disposition methods, and interpretation of policies, practices and standards.

Ability to communicate effectively both verbally and in writing and ability to compose accurate and effective internal and external correspondence independently.

Ability to interpret official records and related material, such as legislation, bylaws, resolutions, agreements, and other documents.

Ability to exercise independent judgment and meet deadlines.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to plan, prioritize, have strong organizational skills, and work with minimum supervision.

Ability to identify issues, analyze and determine alternative solutions and resolve problems.

Ability to work varied hours as necessary to meet the requirements of the position.

Ability to maintain confidentiality, tact, and diplomacy in dealing with confidential matters.

Advanced computer skills in software systems such as Microsoft 365, Teams, OneDrive, SharePoint, and EDRMS systems.

Good knowledge of election practices and procedures.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

A certificate in Records and Information Management, Library and Information Technology or related discipline from a recognized educational institution.

A minimum of 3 years' related experience in records management, including experience working within a Records Management Program in a local government environment, project management, and use of EDRMS software.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 Driver's Licence.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.  
Adheres to City policies and objectives.