



Supervisor, Records and Information Management

Contract Assignment starting June 1, 2018 and ending November 1, 2019

POSITION DESCRIPTION:

The Supervisor, Records Information Management is responsible for leading the coordination and planning of information management. Reporting to the Manager, Information Services, the Supervisor, Records and Information Management is responsible to facilitate the information life cycle, ensuring that records and information are managed in accordance with Society policy and procedures, and all applicable Provincial and Federal information acts including, the Child, Youth and Family Services Act.

The Supervisor, Records Information Management will also be responsible for the supervision of the Records Information Management Assistants, Database Administrator, Disclosure Analysts, and Disclosure Clerk which encompasses training and direction to support the organization.

REQUIRED QUALIFICATIONS, KNOWLEDGE, EDUCATION AND SKILLS:

- Minimum of an undergraduate degree in the field of Information Management or Library/Information Sciences, preference would be a Master's degree in Information Management or Library/Information Sciences, consideration may be given to a candidate with a 2 year accredited community college diploma plus 3 years Records Management experience
- Minimum of 3 years in a supervisory position, preferably in a non-profit unionized environment
- Demonstrated understanding of records life cycle
- Demonstrated understanding of records and information technologies e.g. Electronic Document and Records Management applications, scanning/OCR technologies
- Demonstrated knowledge of standardized classification systems and technologies
- Experience working with various forms of storage media including paper digitally scanned images, disk, tape, CD ROM, microfilm,
- Working knowledge of archiving and publishing tools, including Adobe products
- Hands on experience with content storage servers and a range of database platforms
- Understanding of project management principles
- Excellent knowledge of legislation and regulations governing information security and access such as FIPPA – Freedom of Information and Protection of Privacy Act
- Excellent written, oral, and interpersonal communication skills
- Ability to conduct research into emerging e-record technologies and archiving best practices and methodologies.
- Proven leadership and planning abilities.
- Highly self-motivated and directed with keen attention to detail.
- Good analytical and problem solving abilities
- Advanced skills in the use of Microsoft Office software including Excel (spreadsheets), Word and Adobe Acrobat Pro
- The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.

Please apply in writing, (e-mail applications are preferred) by **March 26, 2018** to:

Human Resources
Highland Shores Children's Aid
363 Dundas Street West, Belleville, ON K8P 1B3
Fax: (613) 962-7036, Email: human.resources@highlandshorescas.com

We are an equal opportunity employer and welcome applications from all qualified candidates.

Accommodations throughout the recruitment and selection process are available upon request.

We thank all applicants for their interest; however, only those being considered will be contacted.

