
Records and Information Management Lead

DEFINITION

This is a professional level, moderately complex analytical work involving a wide variety of records and information management functions. Extensive knowledge of Records Management practices and industry standards is required as this information is required to develop internal procedures and identify appropriate corporate systems. This position typically resides in the Corporate Records Department.

The incumbent is responsible for the City of Edmonton's records and information management program. The incumbent manages controls and directs active records systems and centres, records organization and evaluation, inactive records systems, records centres and maintenance, correspondence control, reports and directives control and records retention and disposition. Provides expertise and input into other functional areas that affect the recorded information of the organization and assures that these functions fully support and implement the City of Edmonton's records and information management policies. Directs people and programs/projects to achieve the assigned responsibilities and results; project based supervision not day to day supervision.

Positions in this class perform functions of greater complexity than the Records Management Coordinators, assignments are performed with relatively little supervision, and incumbents make independent decisions based on established policies or regulations. Incumbents are also required to perform an analytical function by developing policy/procedure, training, and interpretation. Positions in this class also provide consultation with departmental stakeholders on Records and Information Management project, and system analysis, identification and implementation. Positions within this class are not responsible for the day to day manual or electronic filing of documents.

TYPICAL DUTIES *

Providing records and information management expertise and support, including planning and project management relating to the development, implementation and evaluation of corporate records classification systems, records retention and disposition schedules and processes.

Conducting business analysis and legislative research necessary to determine business functions, activities and retention requirements.

Conducting assessment of records and information management issues as they relate to records classification and retention and how it impacts records and information management within the City of Edmonton.

Establish change management to facilitate implementation of corporate classification systems and retention schedules and related process streamlining.

Leading projects related to the development and implementation of corporate records classification systems, retention schedules and processes.

Ensuring record and information management practices support legal requirements.

Identifying and advising on emerging information related developments, trends technology and issues.

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Defines and develops Records and Information Management (RIM) operating procedures, this includes: assisting in the inventory, evaluation and recommendation of proper systems.

Writing procedures with support of RIM leads or senior staff and providing training to users.

Liaison with departmental staff to determine requirements; make recommendations to ensure efficiency and effectiveness of corporate records systems.

Provides customer service relating to requests for information, analysis, identifying archival records, and records management.

Budgeting and time management oversight responsibilities related to specific project work.

Related to specific projects Supervision responsibilities may include; training, evaluation and development.

Directs people and programs to achieve the assigned responsibilities and results.

Audits results and compliance on a regular and timely basis.

Compile statistics for monthly reports.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of records and information management policies, processes, procedures, acts and legislation.

Business analysis skills to describe and determine complex, diverse issues and prepare substantiating reports, procedures and directives.

Knowledge and understanding of records and information management concepts and practices; apply these concepts to new practices and a variety of diverse environments.

Understanding of how large complex organizations function and the ability to tailor best practices and strategies to diverse operational environments.

Ability to clearly communicate, convey and receive messages to meets a variety of needs; including listening, interpreting, formulating and delivering verbal, nonverbal, written and electronic messages.

Ability to assess options and implications in order to identify a solution.

Ability to work co-operatively and productively with others to achieve results.

Considerable experience in Microsoft Office.

Extensive knowledge of modern office practices, procedures and equipment.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University graduation in Business Administration, Library Sciences or a related discipline with course work in records management and a minimum of five (5) years' experience with two (2) of those years being in Project Management and/or Supervision OR Diploma in Business Management or a related discipline with Records Management Certificate and a minimum of seven (7) years experience of which five (5) are in a municipal environment and three (3) years of project management lead experience.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2228		2229	
Grade	025		027	

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