Records Coordinator

Full-time, Permanent

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

The Records Coordinator is responsible for the organization, maintenance, and lifecycle management of the Township's Corporate records in both physical and electronic formats. This position ensures compliance with legislative requirements, municipal by-laws, and records retention policies, with a strong focus on supporting digital records management using Laserfiche and the TOMRMS classification system.

Working under the direction of the Deputy Clerk, the Records Coordinator plays a key role in developing and updating policies and procedures, responding to access-to-information requests, and supporting municipal staff in consistent and compliant records practices while providing general support to the Clerk's Office as required.

Duties & Responsibilities, but not limited to:

Records Management

- Maintains the Township's records classification and retention system (TOMRMS) across all departments.
- Oversees the organization, storage, retrieval, and secure disposal of electronic and physical records in accordance with retention schedule, Records and Information Management Policy, and applicable legislation.
- Manages digital records within the Laserfiche Electronic Document and Records Management System (EDRMS), including metadata tagging, access permissions, and workflow support.

Policy & Procedures Development

- Assists in the creation, review and updating of Corporate policies related to records management, including electronic records, email retention, privacy and security.
- Monitors compliance with records retention schedules and recommends updates in response to legislative or operational changes.

Privacy & Access to Information

- Supports the Clerk's Office in processing Freedom of Information (FOI) requests under the Municipal Freedom of Information & Protection of Privacy Act (MFIPPA).
- Ensures the protection of personal and sensitive information in all recordkeeping processes.

Administrative Support

- Provides training and guidance to municipal staff on records classification, retention, and the use of Laserfiche.
- Supports the Department with general administrative support duties as required.

- Responds to inquiries from the public and other agencies related to records and information requests.

Storage & Disposition:
- Coordinates off-site storage logistics and maintains inventories of archived materials.
- Prepares records for secure destruction and ensures proper documentation of the disposition process.

Qualifications, Skills, Knowledge, Abilities:
- Completion of post-secondary education in Records and Information Management, Library Sciences, Public Administration, or a related field or equivalent combination of training, education and experience would be considered.
- Completion of or training in TOMRMS and Laserfiche is preferred.
- Records Management certification (ie ARMA, AIIM CIP, or ICRM CRM) is considered an asset.
- Minimum 2 – 3 years of experience in records and information management, preferably in a municipal or public sector environment.
- Demonstrated experience using Laserfiche or another EDRMS.
- Experience applying records classification and retention schedules.
- Familiarity with MFIPPA, Municipal Act, and other relevant legislation.
- Excellent organizational and time management skills with attention to detail.
- Ability to handle confidential information with discretion.
- Demonstrated ability to work independently and collaboratively across departments.
- Strong interpersonal skills and communication skills to provide training and support to staff.
- Proficiency with MS Office Suite.
- Possess a valid Ontario Driver's Licence with access to personal vehicle for business purposes.
- Provide satisfactory Criminal Records Check upon hire.

Annual Salary: $50,250 -- $62,826 based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Records Coordinator" in the subject line by 4pm December 1, 2025. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.