



TOWN OF REDCLIFF POSITION DESCRIPTION

Title: Records Management Clerk

Pay Grid: Clerk 4

Position Requirements:

- Certificate, Diploma, or a degree or enrolled in program related to field from a recognized post-secondary institute.
- Minimum of 2 years' experience in a position related field
- Working knowledge of the Municipal Government Act, and legislation related to position
- Experience with publishing software, and other position related technology
- Must be proficient in Microsoft 365 as well as Laserfiche
- Well-developed organization and interpersonal communication skills
- Must possess the necessary organization and time management skills to meet strict deadlines while performing a wide variety of tasks
- Excellent reading, writing and verbal communication skills
- Excellent customer service and interpersonal skills
- Ability to work independently with minimal supervision
- Ability to plan, prioritize and manage workload including the ability to tolerate frequent interruptions and still meet deadlines
- Strong prioritizing and multi-tasking skills
- Knowledge of procedures and regulations related to position
- Ability to control and balance various records and summaries related to the position
- Ability to make decisions in accordance with established procedures and policies
- Advanced skill level with Microsoft Office products
- Ability to work independently and as a part of a highly efficient team
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with the Access to Information Act and Protection of Privacy Act
- Ability to focus and diligently work through tedious and repetitive tasks
- Ability to deal with the public with professionalism, diplomacy, and tact
- Ability to understand and execute written and oral instructions
- Ability to lift boxes of heavy weight (approx. 50 lbs)
- Criminal records check acceptable to Municipal Manager.

Relationships and Contacts:

Supervisor: Municipal Manager

Subordinate: N/A

Responsibilities:

- Develops, implements, and maintains all municipal records and information management systems in accordance with legislation, Town bylaws, policies, procedures, and industry best practices.
- Identifies software, filing equipment, and space requirements for storing and managing Records Information Management (RIM) systems.



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- Organizes, scans, indexes, classifies, and stores active and inactive paper and electronic documents and data. Verifies that documents are filed correctly by reviewing and interpreting documents, deciding on the most logical and accessible place to file and classify each document, and maintaining record index systems. Attention to detail is key to maintenance of the RIM system.
- Monitors retention and disposition schedules and performs the disposition of documents in collaboration with the Executive Assistant and Municipal Manager.
- Assigns and distribute files, documents, and records to Town staff, consultants, and external users on request, and verifies their subsequent return to the records management system.
- Assists the leadership team with defining, developing, and writing RIM operation policies and procedures.
- Provides education, training, and support to Town staff relating to management of Town records.
- Liaises with departmental staff to determine requirements and consults on RIM projects.
- Audits results and compliance on a regular and timely basis. Prepares metrics for measuring the success of, and identifying gaps in, the RIM program.
- Researches any advances/changes in industry standards, resources, and systems. Updates methods of classification and ensures compliance with legislation.
- Acts as the Access to Information and Privacy Coordinator, ensuring compliance with collection, use, disclosure, retention, and safeguarding of personal information.
- Administers requests under the Access to Information Act in accordance with applicable legislation.
- Assists with preparing, implementing, and monitoring the Privacy Management Program.
- Assists in completing or updating Privacy Impact Assessments as required.
- Provides advice and guidance to departments on privacy obligations and access to information procedures.
- Maintains logs and statistics of access and privacy requests, responses, and outcomes.
- Provides assistance to the CAO and Directors in researching, drafting, and updating bylaws, policies and administrative procedures.
- Conducts legislative research to support reports and recommendations as directed by the CAO.
- Provides back-up support for Executive Assistant duties when the Executive Assistant is absent.
- Performs other assigned tasks as required.

Approved: _____

Municipal Manager

Approved/Revision Date: _____

Dec 10, 2025