

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

Reporting to the Municipal Clerk/ Director of Legislative Services, the Privacy and Information Coordinator is responsible for providing support within the Clerks and Information Technology branches to ensure compliance with the records management policies, best-practices, and legislation.

Key responsibilities include:

- Assist in the design, development and maintenance of the Corporate Records Program and associated policies and required procedures;
- Assist with the development of and provide training and support to departmental staff with respect to the Town's corporate records management program and mandatory corporate-wide Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) training;
- Act as the corporate records management liaison to departmental staff and process departmental requests to retrieve, distribute and return records;
- Coordinate and organize record retention scheduling and destruction activities and assist with the implementation and maintenance of the records management program;
- Responsible for coordinating Freedom of Information requests (FOI) in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); act as privacy liaison and provide advice to departmental staff;
- Supports the Town's Electronic Content Management system (Microsoft SharePoint) including maintenance of records libraries, records retention and regular disposal of electronic records;
- Other duties as assigned.

Qualifications and Requirements:

- Post-secondary education in records and information management, library sciences, business administration, public administration or a related field
- 2 years of working experience in records management, or an equivalent combination of education and experience
- Previous experience with municipal legislation including the application of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Municipal Act
- Working knowledge of The Ontario Municipal Records Management System (TOMRMS)
- Previous Electronic Content Management (ECM) experience
- Proficiency in using the Microsoft suite of products (M365) including SharePoint (SPO), MS Teams, Word, Excel, PowerPoint, and Power BI is an asset.

**Salary Range: \$65,000 - \$75,00**

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is April 7, 2023.**

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

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.