



# Job Posting

## **Contract and Records Coordinator**

**Permanent Full Time**

**(Salary Range: \$63,554 - \$71,471)**

**35 Hours/week**

**Clerks Department**

The County of Grey is currently recruiting for a Contract and Record Coordinator.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live.

### **Position Overview**

As a member of the Clerks department the Contract and Record Coordinator will:

#### Corporate Agreements

- Assists in the negotiation and contract execution process.
- Verifies that all contractual clauses are included in the agreement.
- Ensures insurance and WSIB documentation follows the agreement.
- Manage contract closeout procedures.
- Collaborate with Purchasing department staff where agreements compliment the RFP process.
- Maintain contract files and records, prepare status reports.
- Provide ongoing assistance to staff in the administration of contractual agreements.
- Assist with the development of service contracts and manage the renewals of those agreements.
- Provide guidance in the preparation of contracts, agreements, amendments and change orders.
- Ensure legal entities and certificates of insurance are correct and current and track agreement status through a database; set reminders for staff and external contacts regarding agreement and certificates of insurance expiration.

#### Records Management

- Researches and analyzes records and information management issues and prepares reports and makes recommendations regarding policies, procedures, and systems.
- Organizes, scans, and classifies active and inactive paper or electronic documents and data using the current Electronic Document and Records Management System (EDRMS) system and The Ontario Municipal Records Management System (TOMRMS).
- Maintains records management systems and verifies that they are accurate and current by reviewing records, deciding on the most logical and accessible place to file and classify records, maintaining an index for each system and inserting records into the appropriate classification.
- Provides assistance in locating records for requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

- Responds to inquiries regarding records; provides assistance to the public, helping to identify records and information relevant to the request.
- Appraises, categorizes, and classifies records, develops retention schedules and general subject index, and brings updated records retention by-law to Council at least twice per term for consideration.
- Oversees the maintenance, update, and disposal of records including the County's records storage program.
- Monitors and reviews legislation and legal requirements and recommends changes to achieve legal compliance and effective records management.
- Provides training and support for all staff regarding the implementation of records management policies, procedures, best practices.

### **Required Knowledge, Skills and Experience**

- Diploma or degree in a related field required (Information Management, Library, and Information Science, Law Clerk or Public or Business Administration)
- Certified Records Management (CRM) designation considered an asset.
- Three to five years' experience in a municipal government setting
- Experience handling and maintaining confidential and highly sensitive material with tact and discretion.
- Minimum two years' experience in information and/or records management and demonstrated comprehensive knowledge of records and information management theories, principles and practices, including classification and retention scheduling, in a municipal government environment.
- Demonstrated ability to work independently and coordinate with others in departmental and organizational records management & contract management projects, with minimum supervision.
- Well-developed research, analytical and problem-solving skills
- Ability to work independently, identify issues and address them
- Requires strong attention to detail and the ability to work in an area where frequent interruptions occur.
- Demonstrated ability to work effectively with team/departments to accomplish organizational and departmental goals and work closely with other departments.
- Ability to effectively read and interpret information, present data in a resourceful manner, and skillfully gather and analyze information.
- Ability to evaluate processes, systems and procedures, and recommend changes and enhancements, and to develop, recommend and implement new or revises methods and procedures related to the work.
  - Ability to communicate well both verbally and in writing.
- Experience in contract review and preparation; experience in contract law.
- Strong organizational skills including time management and initiative.
- Strong knowledge of office operations including Microsoft Office, Adobe and records management software.
- Requires strong attention to detail and the ability to work in an area where frequent interruptions occur.

### **Information for Interested Candidates**

A detailed job description and instructions on how to apply are available on the County's website, [www.grey.ca/careers](http://www.grey.ca/careers)

**NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.**

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Friday, October 7, 2022 at 4:30pm** to: [careers@grey.ca](mailto:careers@grey.ca)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*