

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Coordinator, Records & Elections

The incumbent performs a variety of specialized duties related to records management including records retention and destruction, records inventory and standardized filing. The incumbent supports and encourages improved records management techniques and practices across the organization and provides administrative and legislative support including policy research and statutory functions as specified under applicable legislation. Additional duties include performing specialized work associated with the *Municipal Freedom of Information and Protection of Privacy Act*, and coordinating and supporting the administration of municipal elections in the City of Pickering under the *Municipal Elections Act*.

Successful applicants will possess the following:

- A post-secondary Degree/Diploma in Political Science, Public Administration, or Records and Information Management.
- Experience and/or certification in Electronic Document and Records Management Systems (EDRMS) is an asset.
- Enterprise Content Management (ECM) experience is an asset.
- Public speaking or training delivery experience is an asset.
- 3 years of work related experience in records management and administration of municipal or local elections.
- Extensive knowledge of Provincial legislation and policies relative to records management and municipal elections.
- Well-developed public relations techniques, communication (both verbal and written) as well as organizational and customer service skills.
- Demonstrable knowledge of Microsoft Office software products with the following skill levels required:
 - MS Word – Advanced
 - MS Excel or MS Access – Advanced
 - MS PowerPoint – Intermediate
 - MS Outlook – Intermediate
- Ability to collect, analyze, interpret and summarize data from a wide variety of sources.
- Ability to work well under pressure meeting multiple and sometimes conflicting deadlines.
- Must be medically and physically fit to perform the duties of this position.
- Must be able to work irregular and extended hours (evenings/weekends/paid holidays) particularly during election time or to attend after hour meetings from time to time.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use on the job and possess a valid Class “G” Ontario Drivers Licence. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$67,631.20 (2020 rate) based on a 35 hour work week.

Qualified candidates may submit a detailed resume or online application form by **Monday, January 24, 2022** to:

Recruitment Specialist
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City's Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer