Job Posting

Records Management Coordinator

(Full Time – Permanent)

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Director of Legislative Services/Clerk, this position is responsible for assisting with implementation and maintenance of the Municipal Corporate Records Management Program, for all paper and electronic records. This position also provides records and information management training/education, advice and guidance to staff, assists with the search and preparation of corporate records for dissemination in compliance with Municipal Policies and Municipal Freedom of Information and Protection of Privacy Act.

Responsibilities:

Records Management Coordination

- Oversees day-to-day filing of physical and electronic records.
- Updates and maintains record metadata.
- Applies approved retention schedules to physical and electronic records.
- Retrieves records in response to authorized operational and information requests.
- Coordinates the secure disposition of records in accordance with approved retention schedules.
- Maintains and administers the records management system.
- Monitors records management processes for consistency and compliance.
- Recommends improvements to records management processes and system functionality.

- Maintains the corporate records classification system and supports consistent application across departments.
- Manages system metadata standards, access permissions, and electronic workflows.
- Coordinates inventories, transfers, and storage of inactive and archival records.
- Maintains disposition logs and audit trails for records management activities.
- Provides guidance and training to staff on classification, retention, retrieval, and system use.
- Reviews departmental recordkeeping practices and recommends corrective actions and best-practice improvements.
- Supports updates to records management policies, procedures, guidelines, and retention schedules.

Privacy and Freedom of Information Request Coordination

- Reviews and clarifies request scope.
- Conducts document searches and performs redactions in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Assists with Privacy Impact Assessments and the implementation of privacy mitigation measures to maintain compliance with legislation.

Secretariate Functions

- Assists with Council and Committee Meetings by preparing agendas and tracking resolutions
- Manages audio-visual/hybrid meeting set ups

Policy Support

- Supports the maintenance of municipal policies
- Assists with research, reviews, and updates to organizational policies

Qualifications Required:

- Post-secondary Diploma in Information Management, Library and Information Science, Public Administration or related discipline; or an equivalent combination of education and experience.
- Certified Records Manager (CRM) or Municipal Administration Program (MAP) designation/accreditation would be an asset.
- Minimum of two (2) years of progressive experience in handling digital and physical records, ideally using Electronic Document and Records Management Systems, such as Laserfiche or SharePoint, ideally in a municipal government setting.
- Experience in a municipal Clerk’s department or public sector environment, with knowledge of municipal governance and Council and Committee structures.
- Knowledge of records and information management principles, with a working knowledge of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Proficiency with electronic document and records management systems
- Strong research, analytical, problem-solving, and sound judgement skills

- Effective organizational, time-management, project-coordination, and prioritization skills
- Strong communication skills and attention to detail, with the ability to exercise discretion and maintain confidentiality.

Physical Effort and Working Conditions:

- Work is primarily performed in an office environment
- Regularly attends biweekly after-hours Council meetings
- Regular lifting/carrying of small bundles of files or office supplies and occasional lifting/carrying of records boxes, crouching or reaching for retrieval of stored records, pushing/pulling of records carts.

What Thames Centre has to offer:

- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with participation in the OMERS pension plan.
- Flexible work arrangements, where operationally feasible to supporting work–life balance.
- A supportive and collaborative work environment.

Position Details:

Primary Work Location: Municipal Office, 4305 Hamilton Road, Dorchester
Employment Classification: Full time – Non-Union
Hourly Rate: $44.62 - $50.22
Work Week: 35 hours
Schedule of Work: 8:30 am to 4:30 pm Monday to Friday. Biweekly attendance at evening Council meetings
Anticipated Start Date: January 2027
Current Status of Position: vacant
Posting Period: November 2, 2026 – November 22, 2026
Recruitment Reference #: 2026-31

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before **11:59 p.m.** on **Sunday November 22, 2026,** indicating **"Records Management Coordinator –Application-2026-31"** in the subject line to:

Cindy Barwick, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: cbarwick@thamescentre.on.ca

While verification of credentials are not required for the interview, they may be mandatory as a condition of employment.

Artificial Intelligence will not be utilized in this recruitment process.

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you are contacted for interview, please advise us of any accommodations needed to ensure your access to a fair and equitable process. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.