



Town of Erin

Elections and Records Coordinator

Job description and duties are currently under review

Business Unit: Legislative Services

Position Title: Elections and Records Coordinator

Reports To: Director of Legislative Services & Clerk

PURPOSE & SCOPE OF POSITION

The Town of Erin is seeking a self-motivated, highly organized individual to fulfill the role of Elections and Records Coordinator with the Town of Erin. The incumbent will assist the Clerk with the implementation of the Electronic Document and Records Management Systems (EDRMS) as well as assisting with the 2022 election municipal election (vote by mail)

Major Responsibilities

- Assist in the implementation of the Town's EDRMS.
- Assist with the migration of records as well as the organization of the Town's physical records.
- Provide election support.
- Other duties as assigned.

Position Requirements

Education

- Successful completion of a post-secondary degree or diploma in a relevant discipline or an equivalent combination of education and experience. Post-graduate qualifications are highly desirable.
- Knowledge of municipal government processes and parliamentary procedures.

Experience

- Related experience in a municipal setting.
- Experience in Electronic Document and Records Management Systems and privacy legislation would be an asset.
- Previous experience working in a similar role in a Clerk's office is desirable.
- Experience with the Ontario Municipal Records Management System (TOMRMS) would be an asset.
- Elections experience is highly desirable.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- Normal office hours are 8:30am-4:30pm, Monday through Friday
- This position will work up to 35-hours a week

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on December 1st 2021

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.