

Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: RECORDS ADMINISTRATOR	POSITION NUMBER:
SERVICE AREA: Corporate Services	PROGRAM AREA: Finance & Corporate Operations
REPORTS TO: Manager, Finance & Corporate Operations	REVIEW DATE: August 15, 2025
<p>PURPOSE OF POSITION: The Records Administrator is responsible for the development, implementation, and maintenance of an agency-wide records management system. The incumbent provides leadership, training, consultation, maintenance support, and advice in the management and administration of the records across the organization.</p>	
<p>POSITION SKILLS & COMPETENCIES REQUIRED:</p> <p>Education: Post secondary diploma in records, information management, library or information sciences (2 years) plus a certificate in records management or the equivalent in education and experience as determined by the Vice President.</p> <p>Related Experience: Minimum of 5 years records experience in the public sector, including a minimum of 1 year records experience in a health-related organization.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Advanced knowledge of the aspects of federal and provincial legislation that affect the management of records and demonstrated experience in researching legislated records retention requirements in federal and provincial statutes and regulations • Advanced knowledge of records management software and demonstrated skill and experience in the use of computer-based systems for managing information. Strong system and technology skills. Familiarity with Automated Record Management Systems • Advanced knowledge and demonstrated experience in planning and implementing a records inventory in all media (electronic, video, audio, paper) • Advanced knowledge and demonstrated experience in the appropriate use of classification systems and the application of classification principles to the management of agency records including the management of shared computer directory structures • Advanced knowledge and demonstrated experience in the theory and practice of records retention decision-making, including the appraisal of record value(s), developing and distributing approved retention schedules and strategies for securing compliance • Advanced understanding of the various media options available for archiving paper and electronic records, when to use them including the equipment, supplies and procedures required to manage and protect active, inactive, and archival records • Advance knowledge and demonstrated experience in the application of options for protecting records against loss and the relationship with disaster recovery or contingency planning • Advanced organizational and record management skills including the concepts of inventory, cataloguing, storage, retrieval and retention • Intermediate knowledge and experience in the use of the features and functions of different types of software for managing electronic records including how to determine an organization's requirements for RM software and the technical criteria for evaluating software 	

<p>POSITION SKILLS & COMPETENCIES REQUIRED continued:</p> <ul style="list-style-type: none"> • Intermediate knowledge and experience in the use of document management systems including electronic imaging systems • Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook • Intermediate time management skills with ability to set priorities • Intermediate oral and interpersonal communication skills, with ability to engage and coordinate the activities of staff and the ability to develop training materials and conduct employee training one-on-one and in large groups • Intermediate written communications skills with the ability to create technical documentation to support records management systems and communicate effectively via email • Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district • Able to work independently within established parameters and to function effectively as a member of a team
<p>KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):</p> <p>Responsible for the development, implementation, and maintenance of the Agency Records Management System Average % of time: 50%</p> <ul style="list-style-type: none"> • Lead, facilitate and coordinate the development, implementation and maintenance of a records management system for the agency • Lead the development of policies and procedures for the program • Conduct Statute reviews and update retention schedules as required • Maintain centralized records rooms • Facilitate, coordinate and reinforce the implementation of records management policies • Develop and maintain an electronic Records Management System • Develop and administer agency record retention and disposition schedule. • Administer storage procedures and disposition reports for inactive records <p>Consult with management and provide leadership, consultation and advice to staff on records retention, filing, and records projects Average % of time: 15%</p> <ul style="list-style-type: none"> • Train and support administrative staff on designated records administration duties within each department or program • Develop training material and train employee groups on records administration • Participate as a team member by working closely with co-workers and supporting group decisions and agency goals • Promote the records management program within the organization <p>Provide analysis, coordination, project management for special records management projects. These include policy and procedure development, records review, and file consolidations to support a records management program. Average % of time: 10%</p> <ul style="list-style-type: none"> • Provide leadership to projects including building a team, managing resources and evaluating • Review contractor document controls procedures • Conduct regular audits of each file room

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued ...	
Responsible for the coordination of agency policy development and review <ul style="list-style-type: none"> Ensures the timely documentation and coordination of all changes, additions, deletions and archiving of board level bylaws and policies, manuals and other administrative documents Reviews all agency forms for compliance with agency standards and maintains a database 	Ave. % of time: 15%
Liaise with staff in other health units, Ministry of Health, health care facilities etc. to enhance information management practices <ul style="list-style-type: none"> Participates in interdisciplinary activities and peer support Represents the Agency and service area on task forces and committees as appropriate 	Ave. % of time: 5%
Reinforce information management principles and standards <ul style="list-style-type: none"> Provides input into department/program plans, policies and procedures Participates with other members of the Team in identifying priorities and recommending change Makes recommendations of Agency policy and practice in relation to information management and record retrieval Reinforces Agency policy in relation to information access, privacy and management. 	Ave. % of time: 5%
Contribute to team and agency effectiveness <ul style="list-style-type: none"> Works collaboratively as a member of the team; contributes to positive team functioning Assists program and functional units in carrying out their mandates Demonstrates commitment to, and functions in a way that is consistent with, the Agency mission, vision, values and strategic directions Respects and ensures confidentiality in all work performed on behalf of the Agency Demonstrates a strong customer service focus in dealing both internally and externally Participates on Agency-related committees as assigned Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster 	Ongoing
<i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i>	
CONTACTS & COMMUNICATION:	
Internal: MOH, AMOHs, Vice-Presidents, managers and supervisors across programs and services; program and administrative staff. External: Information management personnel in other health care organizations, Health Units, Ministry of Health.	
RESPONSIBILITY FOR RESOURCES:	
Staff: Coordinates records management activities. Facilitates a team of staff in the implementation of records management standards, practices and systems. Provides, training, consultation, support and advice to administrative staff performing records administration functions within each service. Financial: Makes recommendations for purchase. Information: Provides leadership and direction in the management of agency records. Materials: Reviews and recommends equipment, software and materials required for efficient, effective and appropriate records management across the organization. Equipment: Use of equipment related to job function.	

<p>EFFORT REQUIRED:</p> <p>Mental:</p> <ul style="list-style-type: none"> • Considerable attention to detail/audio concentration for responding to information search requests, training of staff, in searching and reviewing information; • Considerable attention to detail/visual concentration for using computer, online searches. • High volume of work – position is initiating and establishing routine practices for the records management systems and practices for the agency. • Moderate interruptions related to response-oriented service to staff requests for resources, information etc. • Analysis is a critical aspect of the role in order to focus search & enhance effective, efficient use of resources, establishing agency level systems to meet legislative requirements. <p>Physical:</p> <ul style="list-style-type: none"> • Moderate lifting/moving resources books, up to 40 pounds • Moderate sitting, bending, squatting • Moderate manual dexterity required in use of computer for role
<p>WORKING CONDITIONS SPECIFIC TO POSITION:</p> <ul style="list-style-type: none"> • Standard office environment applies to the position. • Limited requirement to work in storage room and therefore subject to those conditions • Limited travel is required to coordinate activities across all health unit offices, train staff etc.

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

Vice-President's SIGNATURE: _____ **DATE:** _____

Vice-President, Corporate Services Department

MOH/CEO SIGNATURE: _____ **DATE:** _____

<p>POSITION HISTORY: Position approved October 13, 2006, revisions April 18, 2013 to more accurately reflect position requirements prior to posting. September 2025 – minor revisions to reflect current processes.</p>
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