

Internal ☒ / External ☒
25-60

Position: RECORDS ADMINISTRATOR			Number of Positions: 1	
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CORPORATE SERVICES		Program:	FINANCE & CORPORATE OPERATIONS
Location:	BARRIE		Anticipated Date of Hire:	OCTOBER 27, 2025
Salary Range:	\$39.74 – \$44.51 HOURLY		Posting Date:	SEPTEMBER 17, 2025
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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.

See the Records Administrator position description for further details of the Records Administrator role.

Responsibilities:

- Responsible for the development, implementation, and maintenance of the Agency Records Management System;
- Consult with management and provide leadership, consultation and advice to staff on records retention, filing, and records projects;
- 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;
- Responsible for the coordination of agency policy development and review;
- Liaise with staff in other health units, Ministry of Health, health care, facilities etc. to enhance information management practices;
- Reinforce information management principles and standards; and
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Demonstrated 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;
- Demonstrated 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;
- Demonstrated knowledge and experience in planning and implementing a records inventory in all media (electronic, video, audio, paper);
- Demonstrated knowledge and experience in the appropriate use of classification systems, and the theory and practice of records retention decision-making;

- Demonstrated knowledge and experience in the application of options for protecting records against loss and the relationship with disaster recovery or contingency planning;
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Demonstrated time management skills with ability to set priorities;
- Demonstrated 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;
- Demonstrated 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.

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.

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.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Certified Records Manager (CRM) or Certified Records Analyst (CRA)

Deadline: 4:00 pm, WEDNESDAY, OCTOBER 01, 2025

For further details: refer to the **Records Administrator** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #25-60 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.