simcoe muskoka DISTRICT HEALTH UNIT

Posting Notice #26-61

Internal ☒ / External ☒
26-61

Position:	RECORDS ADMINISTRATOR		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	**FTE:**	1.0 = 35 HOURS PER WEEK
Existing Vacancy	☒ YES ☐ NO			
Department:	CORPORATE SERVICES		**Program:**	FINANCE & COPORATE OPERATIONS
Location:	BARRIE		**Anticipated Date of Hire:**	JANUARY 4, 2027
Salary Range:	$42.36 - $47.45 HOURLY (2027 PAY RATE)		**Posting Date:**	NOVEMBER 25, 2026
Criminal Record Check:	Required ☒ YES ☐ NO		**Vulnerable Sector Screening:**	Required ☐ YES ☒ NO

Purpose of Position:
The Records Administrator develops, implements, modernizes and maintains the Agency-wide records and information management system. The role provides leadership, training, and advice to staff on managing records throughout their life cycle and supports the Agency's freedom of information and privacy procedures including access requests, privacy compliance and information governance.

For further details refer to the Records Administrator position description.

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, and 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;
- 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 organizational and record management skills including the concepts of inventory, cataloguing, storage, retrieval and retention;

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- 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 demonstrated experience in planning and implementing a records inventory in all media (electronic, video, audio, paper);
- Demonstrated knowledge and demonstrated experience in the development and appropriate use of classification systems and the application of classification principles, including appraisal of record values, and distributing approve retention schedules and strategies for securing compliance;
- Demonstrated 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;
- Demonstrated 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;
- Demonstrated knowledge and demonstrated experience in the application of options for protecting records against loss and the relationship with disaster recovery or contingency planning;
- Demonstrated organizational and record management skills including the concepts of inventory, cataloguing, storage, retrieval and retention;
- Demonstrated 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;
- Demonstrated knowledge and experience in the use of document management systems including electronic imaging systems;
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Demonstrated organizational and time management skills with ability to set priorities and meet deadlines;
- Demonstrated interpersonal and verbal communication skills, with ability to engage and coordinate activities across program areas;
- Demonstrated written communication skills, including the ability to prepare clear procedures, technical documentation and staff guidance;
- 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; and
- Ability 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, business administration 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, including demonstrated experience supporting freedom of information requests and privacy administration.

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, TUESDAY, DECEMBER 08, 2026

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

If interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#26-61** 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.

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