

# Job Posting 25-15

## *Legislative Coordinator – Records & Accessibility*

The Town of Cobourg is seeking a full time Legislative Coordinator- Records & Accessibility!

This position includes the responsibility of administering and maintaining the municipal records and information management system according to The Ontario Municipal Records Management System (TOMRMS), the Municipality's Retention By-law and established procedures.

This position will also be responsible for developing, coordinating and updating the Town of Cobourg's Corporate Multi-Year Accessibility Plan under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA); and leading activities that contribute to the success of corporate Equity, Diversity and Inclusion initiatives, including supporting the EDI Strategy implementation.

**REPORTS TO:** Manager, Legislative Services/ Deputy Clerk

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### **MAIN RESPONSIBILITIES:**

#### Records Management:

- Coordinate the development, implementation and maintenance of both the paper and electronic records management systems, providing direction, guidance and assistance to all departments.
- Responsible for the organization, transfer, inventory, retrieval and disposal of records in accordance with legislative requirements and the Records Retention By-law.
- Assist the Manager, Legislative Services / Deputy Clerk with the administration of SharePoint as the Town's Electronic Document and Records Management System.
- Organize the file room vault and ensure record integrity is maintained.
- Coordinate with departments to manage onsite and offsite records and require the centralized filing of records.
- Conduct audits to assess compliance with records management policies, procedures and practices.
- In collaboration with the Manager, Legislative Services / Deputy Clerk, develop and administer the Town's archival program and maintain the security and preservation of the Town's permanent records.
- Respond to research and reference requests using the appropriate electronic and physical resources within an appropriate timeline.
- Maintain a public interface to the records collections as appropriate
- Administration of relevant policies and procedures in collaboration with senior management.
- Participate in and act as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.

#### Accessibility:

- Develop, coordinate, monitor, update, and distribute the Town's Multi-Year Accessibility Plan.
- Acts as liaison between Council, the Municipal Accessibility Advisory Committee, staff and the public.
- Provide advice to the Municipal Accessibility Advisory Committee with respect to research, report writing, correspondence and other procedural matters.
- Monitor provincial developments regarding the Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and related legislation including AODA standards and create a communications strategy to ensure that departments are aware of their responsibilities under the AODA and requirements for compliance.
- Conduct accessibility audits on Town facilities, programs, policies, procedures, and processes, as required, and make recommendations for accessibility updated.

#### Equity, Diversity, and Inclusion:

- Work to advance the Town of Cobourg's community engagement efforts with a focus on equitable access to municipal supports and services that align with the Town of Cobourg's Strategic Plan and leveraging the Town's Equity, Diversity, and Inclusion Strategy
- Coordinate training for both internal and external audiences, such as lunch and learns or awareness events, and external audiences, such as community dialogues, focus groups, and community

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development initiatives with a focus on upholding and respecting the promotion and protection of human rights, and education on the Charter of Freedom.

- Support the Human Resources Department with the coordination of employment Equity, Diversity and Inclusion initiatives.

### Municipal Clerk's Office:

- Assist the Manager, Legislative Services / Deputy Clerk with the processing of Freedom of Information Requests.
- Perform the day-to-day duties of the Municipal Clerk's Office including the issuance of marriage, burial, and dog licenses, perform marriage solemnization services, commissioning of oaths and affidavits, selling municipal merchandise, and assisting in the completion of municipal related documentation.
- Respond to general inquiries and accurately direct residents and staff to the department responsible.
- Assists with the administration of municipal elections and any electoral matters pursuant to the Municipal Elections Act.
- Act as back-up to other members of the Clerk's Department.
- Other duties as assigned.

### EDUCATION/EXPERIENCE/SKILLS:

- Completion of a post-secondary program in Social Sciences, Public Administration, Political Science or a related program.
- Two years of experience working in an office environment is required.
- Knowledge and understanding of the Ontarians with Disabilities Act, 2001, the Accessibility for Ontarians with Disabilities Act 2005, Municipal Act, 2001, and any other related legislation.
- Well-developed planning and organizational skills.
- Experience in organizing training programs or sessions an asset.
- Demonstrated experience within a municipality, or public sector organization is preferred.
- Ability to work independently on multiple, complex and diverse projects.
- Ability to establish and maintain positive and cooperative working relationships with all levels of staff.

### TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

- Effective communication skills, both verbal and written, and presentation/facilitation skills.
- Excellent interpersonal and customer services skills.
- Experience in computer programs including Microsoft Office, and SharePoint.
- Demonstrated ability to research, analyze and interpret complex information and assess various options.
- Must possess a valid Class G2/G Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work.
- Must obtain a Satisfactory Police Record Check upon employment.

### WORKING CONDITIONS:

- 35 hours per week, Monday to Friday.
- This position may occasionally be required to work evenings and weekends for municipal meetings or events.

### WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 5A – \$26.68-\$33.35 per hour.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **May 20, 2025 at 4:00PM**. Internal closing date for the role is May 6, 2025 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.



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In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.