



ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION: RECORDS ADMINISTRATOR (Temporary)

The Ontario English Catholic Teachers' Association (OECTA) is the union that represents 45,000 elementary and secondary school teachers in Ontario's publicly funded English Catholic school system. OECTA is inviting applications for the position of Records Administrator in our Executive Administration and Human Resources Department.

Under the direction of the Manager of Executive Administration and Human Resources, duties will include:

- Assumes responsibility for the management of all current and archival Association files. Sorting and coding documents for filing, storage, retrieval and disposal, while exercising independent analysis.
- Research data from in-house and external sources using current research techniques and produces reports as required.
- Maintains establish records system including a classification and inventory system. Reviews current systems and recommends changes as required.
- Ensures that Association records management and retention policies are compliant with legal and regulatory issues. That such policies are followed, forms and procedures are effective and efficient.
- Performs periodic Association record audits to identify necessary processes and standards to maintain current and appropriate records management strategies
- Co-ordinates storage, security, retrieval, updating and disposal of all records; periodically inventories and audits active and inactive records.
- Investigates electronic methods of storage/retrieval for future implementation.
- Recommends technology required to convert records from a manual to electronic system(s).
- Performs other administrative duties as assigned.

Other Duties/Responsibilities

- Assists with the annual election of officers at the annual general meeting liaising with the Elections Chair, nominators, tellers, etc.

Required Skills

- Minimum five (5) years relevant experience in both developing and maintaining records systems;
- Working knowledge of alpha/numeric filing systems, series/sub-series, cross referencing, retention schedules, finding aids and archival procedures;
- Working knowledge of FIPPA, ATI, CASL and PIPEDA;
- Practical experience with EDM systems;
- Highly developed, current computer skills;
- Excellent communication, organizational and interpersonal skills; and
- Ability to work independently, confidentially and meet deadlines.

Required Education/Experience

Completion of a professional certification in records management – CRM and/or Bachelor or Master's degree in Library Science or Information Studies.

Desirable

- An understanding of a union environment;
- A general understanding of the Ontario education system including its relationship to provincial politics.

Start Date: January 2021