JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Records and Office Coordinator

Department: Executive Council Office

Position Number: 107898

Branch: Finance, Systems & Administration

Supervisor’s Title: Manager, Systems & Administration

Location: Whitehorse

Medical Clearance Required: No

Date Completed: June 15, 2018

Security Clearance Required: No

Section 2 - General Summary

The Records and Office Coordinator provides support to Executive Council Office, Cabinet Office and Office of the Commissioner through participation in the development and maintenance of departmental records and information management programs. This position is the primary ATIPP Coordinator, and is a records database administrator and SharePoint administrator as well as the back-up Privacy Officer for the department, and the Offices of Cabinet and the Commissioner.

This position also supports the department through coordination of administrative service delivery and acts as a backup IT administrator.

Section 3 - Principal Duties and Responsibilities

1. Administers and maintains records classification systems and records schedules. Assists with the development of schedules by participating in and contributing to business process mapping, research, and analysis. Implements the life cycle of departmental and Cabinet office records. Facilitates dispositions and transfers.

2. Provides functional coordination, expertise, training and support for clients working on information management and systems projects. Undertakes various information and systems related projects to support the activities of the department and Cabinet Office.

3. Is the primary ATIPP coordinator for ECO and Offices of the Premier and the Commissioner. Coordinates and makes recommendations to respond to requests received by ECO. Ensures compliance with the ATIPP Act. Compiles and redacts documentation and manages timelines.

4. Is a backup SharePoint administrator for ECO and Cabinet. Supports efficient use of collaboration sites by developing and administering SharePoint collection sites, building SharePoint capacity among users. Audits sites, manages permissions, and provides technical support and troubleshooting. Contributes to the development and delivery of SharePoint user training.

5. Responsible for the records management components of the department’s and Cabinet’s electronic shared environments. This includes assessing the integrity of the records databases, and records stored in the shared drives and on the SharePoint platform. This position is a records database administrator for ECO and Cabinet and is responsible for assisting with the development of protocols, delivery of records database user training and performing quality assurance audits in the records database. Assists with research and the evaluation of new methods, technologies and equipment. Makes recommendations regarding development and modification of standards, policies, and procedures to promote more efficient alternatives and technical solutions.

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6. Provides administrative support including reception, ordering office supplies, coordinating business cards, and preparing purchase orders. Is the primary contact for staff on purchasing and administrative processes. Maintains inventory of furniture assets, keys and supplies. Creates and updates staff directories, office floor plans and instructional documentation for users. Provides assistance during office moves.

7. As a member of the IM/IT team, acts as a back-up for technical issues and provides IT support as required.

8. Supports the department and Cabinet office with all aspects of lifecycle management of records. Responsibilities may include research, report creations, audits, data entry, circulation control, inactive transferring, recalling, reactivation and disposals.

Section 4 – Contacts

Interacts regularly with the following to provide advice/recommendations, exchange information and solve issues. The position is required to collaborate and build and maintain relationships with the following to effectively carry out their responsibilities:

- Manager, Systems, & Administration – to provide status updates, receive direction and prioritize work
- Branch Staff – to share information and solve problems
- Departmental Staff – to provide support, share information and solve problems
- HPW Corporate Information Management & Information Technology – to collaborate on initiatives, share information and receive support
- ATIPP Office – to respond to ATIPP requests, exchange information and solve problems
- Yukon Archives - to exchange information and solve problems
- Working groups and committees (e.g. ATIPP Coordinators, RMUG)
- Peers in other jurisdictions – to exchange information and solve problems
- Cabinet Office Staff – to provide support and solve problems

Section 5 - Specific Accountabilities

- Information management and IT support services are delivered in a timely manner that meet client needs and reflect a consistent, reliable and professional service;
- Create and maintain systems and processes to ensure departmental compliance with legislation and policies such as ATIPP Act, Archives Act and various GAM policies related to privacy and information management;
- Accurate advice and information provided to departmental staff;
- Prioritization of work assigned to the position;
- Completing projects and ATIPP requests on or before the deadline;
- Ensuring that clients follow the principles and practices of information management life cycle management to maintain the integrity of corporate records;
- Resolution of problems/complaints;
- Deciding when to notify supervisors of any problems identified related to the safety and security of information;
- Possess political acuity and an understanding of political/public service interface due to ECO’s central agency role, its IGR support and support of the Cabinet Office;
• Continual working knowledge of evolving technology, practices, and systems to provide recommendations and support the business needs and operations of ECO and Cabinet; and
• Failure on accountabilities/deliverables may result in public embarrassment, information breaches, loss of client productivity/downtime and negative financial impacts to the government.

Section 6 – Budget

1. What is the annual budget under the direct control of the position? NOTE: usually only applies to positions at the director and assistant deputy minister level

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th></th>
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<tbody>
<tr>
<td>Annual Payroll</td>
<td>$</td>
</tr>
<tr>
<td>O&amp;M (excluding payroll)</td>
<td>$</td>
</tr>
<tr>
<td>Capital (excluding payroll)</td>
<td>$</td>
</tr>
<tr>
<td>Revenues</td>
<td>$</td>
</tr>
<tr>
<td>Receivables</td>
<td>$</td>
</tr>
</tbody>
</table>

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

Section 7 - Working Environment

This position works in an open office environment within close proximity to coworkers and assists departmental staff located in multiple offsite buildings around Whitehorse.

The work involves sitting for extended periods at a desk while reviewing information and conducting research and focusing on a computer screen. The position is required to lift heavy boxes (up to 40 lbs) as well as be exposed to dust from large volumes of paper records.

Section 8 - Signatures

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Director, Human Resources:  
Signature: [Signature]  
Date: 18.07.06  

Deputy Minister: I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.  
Signature: [Signature]  
Date: July 6, 1998
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Section 9 – Organization Chart (use the tool in Word to add / delete boxes to the chart below, or create an organizational chart in another program, e.g. Org Plus)