

Job Information

Job title	EDRMS Coordinator	Job Code: EDRMSC	Pay Grade: Q
Title of immediate supervisor	Records and Information Services Manager		
Department/Division	Legislative & Protective Services/Legislative Services		
Prepared by	Sheryl Masters		
Date Created	April 2024	Revised date	

Job Purpose

The Enterprise Document Records Management System (EDRMS) Coordinator is the systems administrator responsible for providing advice and consultation services to the manager and the organization for the Information Management Saanich/IM program and EDRMS system design and initial implementation. The EDRMS Coordinator performs ongoing maintenance of all elements of the EDRMS that are driven by or related to information management.

Duties and Responsibilities

EDRMS

- Oversees the EDRMS implementation process, establishes migration strategies and implementation plans for records currently stored on file shares and Outlook.
- Defines, implements, and tests automated EDRMS rules for filing and classifying documents, storage location, and other recordkeeping for digital records.
- Works with and guides Information Technology (IT) as a key stakeholder and records keeping subject matter expert for the EDRMS.
- Works with IT to define and develop technical specifications for any required integration between the EDRMS and any corporate business systems.
- Works with Business Unit (BU) users and IT to define and implement appropriate email management procedures for filing emails as a record in the EDRMS.
- Provides input and support for the implementation and maintenance of the EDRMS including training, testing, troubleshooting, support, set-up, access, and security provisions.
- Works closely with IT to define the appropriate configuration of the underlying Enterprise Content Management (ECM) System.
- Works with IT to install and test system upgrades, additions, and patches to ensure reliable continuous EDRMS operation.

Records Management

- Identifies operational versus administrative records and defines and implements appropriate case selection and identification mechanisms such that each type of record is handled appropriately through its lifecycle.
- Creates and generates EDRMS records disposition reports in accordance with the Records Classification and Retention Schedule (RCRS) and verifies folder content for classification accuracy.
- Defines and implements all necessary characteristics of physical records (folders, boxes, and artifacts) such that they can be tracked, labelled, and disposition applied to them by the EDRMS.
- Maintains a strong working proficiency in core ECM operations such as the definition of metadata, creation of document types, storage locations, and basic operation of the ECM component of the EDRMS.
- Identifies Personal Information and implements appropriate handling and protection of such information within the EDRMS.

- Works with BU users to define and document specific requirements for document metadata, filing locations and appropriate security permissions.
- Applies a legal hold to responsive records both within and outside the EDRMS in response to Freedom of Information or court order investigations.
- Provides expertise and guidance regarding records and information management related matters (i.e., taxonomies, retention, privacy) and assists in records compliance activities. Conducts regular measurement of key EDRMS recordkeeping performance indicators and generates status reports.
- Performs other related duties as required.

Qualifications

- Degree in Library/Information Management, Information Technology, Computer Science, or related field.
- 6 years related experience in Records and Information Management (RIM) using SharePoint and experience configuring libraries, content types, document sets. Including experience with privacy legislation, specifically the Freedom of Information and Protection of Privacy Act (FIPPA)
- Strong knowledge of computers, databases, and electronic records management functionality in document management and collaborative systems (i.e., shared drives, SharePoint, OpenText, etc.)
- Strong technical and information management skills with the ability to work across multiple tools and platforms.
- Strong knowledge of information management processes and methodologies.
- Proficiency with MS Office applications (Teams, Word, Excel, PowerPoint, Project, Power BI).
- Understanding of record management techniques, migration methodologies, and metadata standards. Experience working with SpaceObServer and/or other file and storage analysis tools is preferred.
- An equivalent combination of education and experience may be considered.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.