

Posted: Monday, March 11, 2019
Job Number: E-19-06
Job Type: Permanent Full-time, Non-Union
Closing Date: Sunday, April 7, 2019

Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us. Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life. Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Legislative and Court Services Department is comprised of three branches; Legislative Services (which includes Council Secretariat, Corporate Mail and Print Services, Vital Statistics and Access and Privacy Services), Court Services (which is responsible for the administration of justice within two court service areas in compliance with the Provincial Offences Act, the Memorandum of Understanding and Inter-municipal Service Agreements) and Enforcement Services which is responsible for administering and enforcing several municipal by-laws including but not limited to regulations related to the parking of vehicles, pet controls, property maintenance, business licensing, and sign placement).

Under the general guidance and direction of the Deputy City Clerk, the Supervisor of Information Management and Privacy is responsible for supervising and overseeing the development, implementation, administration, and maintenance of the City's Records and Information Management (RIM) program, systems, and services and the Access and Privacy Program. Specifically, this position supervises and oversees the management of active/inactive records, electronic information, art and artifacts, vital records and disaster recovery, and retention scheduling. Additionally, this position develops and oversees the implementation of, and monitors RIM projects aimed at introducing best practices to limit liability and risk to support the overall RIM program, systems, and services. Lastly, this position is responsible for supervising and overseeing the City's compliance with the legislative requirements under the Municipal Freedom of Information and Protection of Privacy Act. (Act), which involves the management of requests and appeals under the Act and the development of an access and privacy framework, access and privacy policies. Overall, this position plays an integral role in supervising and overseeing the development, implementation, administration, and management of information resources, access to information and the protection of privacy.

Other Important Information

- Location:** City Hall, 70 Collier Street, Barrie, Ontario
Hours: The normal hours of work are 35 hours per week; however, some non-standard hours may apply
Wage: This position is a permanent full-time, non-union position with the following pay level and 2018 pay range:
- *Pay Level:* Level 11
 - *Yearly Salary:* \$70,223.67 to \$89,588.38 per year
 - *Hourly Pay Rate:* \$38.58 to \$49.22 per hour
- Benefits:** This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

The Application Process

Please submit your resume electronically by quoting **E-19-06 Supervisor of Information Management and Privacy** in the subject line (*MS Word or pdf format only*) to email Hire.Me@Barrie.ca by Sunday, April 7, 2019. For more information on the position, please visit our [job posting webpage](#).

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