



POSITION VACANCY

Call Number:	2021 - 42
Position:	Freedom of Information, Records and Elections Officer
Type of Vacancy:	Permanent
Work Schedule (hours & days):	8:30 am to 4:30 pm Monday to Friday (35 hour work week)
2021 Salary Range:	\$76,905 to \$96,131
Date Posted:	July 6, 2021
Closing Date:	July 23, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, July 23, 2021**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION

Clerks

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: **Freedom of Information, Records & Elections Officer**

POSITION SUMMARY: This role is responsible for the administration and management of the City's records and information services including the coordination and processing of all FOI requests, following corporate procedures involving Records Management, fulfils the obligations of the City Clerk in their absence and assists with the administration and management of the municipal elections, Council Code of Conduct violations as well as Municipal Conflict of Interest violations filed with the City Clerk.

RESPONSIBLE TO: City Clerk

SUPERVISES: Municipal Elections Coordinator (contract)

RESPONSIBLE FOR:

1. Processes all requests in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, (MFIPPA) and corporate policies.
2. Act as a resource to all City departments on the interpretation of MFIPPA and related issues regarding corporate records.
3. Coordinates and triages formal Freedom of Information requests to staff within the Corporation and follows up to ensure that all appropriate information is submitted for review and within legislated timelines. With the FOI head's direction, prepares records for disclosure which includes draft correspondence and redacting records.
4. Provides public with information on FOI process, fee estimates, including requests for appeals to the Privacy Commissioner. Researches and provides annual statistical data in final report to the Information and Privacy Commissioner of Ontario.
5. Research municipal and other government best practices and Information and Privacy Commission information in the areas of information access and privacy management.
6. Responsible for administering oaths from the public and sign as a Commissioner for Taking Affidavits, as per the Provincial Attorney General's Office, along with the City Clerk and Clerks & Council Services Coordinator.

7. Perform statutory / regulatory duties of the Clerk in his/her absence, including attendance at City Council meeting and other various Committees, as well as substituting as the 'Head' of the municipality in the Clerks absence as defined in the *Municipal Freedom of Information and Protection of Privacy Act*.
8. Act as the Assistant Returning Officer with the coordination and management of municipal elections and by-elections.
9. Review all applicable election legislation and recommend changes to current City of Niagara Falls policies, practices and procedures to ensure full compliance concerning the municipal elections.
10. Research and recommend improvements to various aspects of the election including the nomination process, election worker recruitment practices and training materials, and coordinate the recruitment and training of election officials.
11. Oversee the creation of candidate information packages, the election web site, department social media and other content.
12. Participate in the procurement and organization of all election related equipment and supplies as well as arrange for equipment testing and coordinate distribution for Advance Polls and Election Day.
13. Coordinate alternative voting options that may include internet voting and/or vote-by-mail for the municipality.
14. Liaise, consult and manage relations with vendors, Provincial and Municipal partners and various stakeholders, (e.g. candidates, school boards, long term care facilities) to ensure coordination of election tasks.
15. Maintain and oversee the City's Records Retention By-law and ensure the City retains information in accordance with the *Municipal Act, Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation.
16. Performs the duties of Deputy Lottery Licensing Officer to sign licences, when required, and the Division Registrar, for issuing burial permits, when required.
17. Oversee the Council Code of Conduct and Municipal Conflict of Interest complaint applications from City Council, employees or members of the public.
18. Assist on special projects when required.

POSITION REQUIREMENTS:

University Degree in Business Administration, Public Relations or a related field.

Completion of the Municipal Administrative Program from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) is an asset.

Minimum three (3) years related experience in municipal government with a demonstrated understanding of legislation and processes related to Records Management, FOI requests and MFIPPA.

Related experience with Municipal, Provincial and / or Federal Elections as well as demonstrated understanding of the *Municipal Elections Act*.

Must be detail-oriented and be accurate with large amounts of data. Excellent verbal and written communication skills including strong organizational skills with attention to detail and ability to work well with others.

Strong interpersonal and communication skills, combined with good analytical and organizational skills.

Ability to handle confidential, discreet and sensitive information

Intermediate skills in Word and Excel.

Revised: July 6, 2021