



## **Electronic Information Management Systems Coordinator (EIMS)**

### **Legislative and Legal Services Department**

This is a permanent full-time position working thirty-five (35) hours per week.

Are you interested in joining a close-knit friendly small team and being responsible for implementing a new software tool throughout the municipality that will revolutionize and improve information management and overall staff effectiveness?

Working under broad assignments you will coordinate the municipal wide implementation of the Electronic Information Management System (EIMS) which is an integrated suite of software products intending to provide document management, email management, records management (both physical and electronic records), web content management, business process (workflow) management and collaboration tools. This position will deploy, implement and provide on-going support of the EIM application to ensure data and metadata accessibility, security and integrity. The position will also provide ongoing application level technical support to EIM users and will develop and deliver training materials and sessions.

#### **Qualifications**

- High school diploma or GED is required.
- Two (2) year diploma in information management, information systems development, business administration, business process analysis or project management is required.
- A degree in one of the above disciplines is preferred.

Professional Certification in one or more of the below is preferred:

- Certified Document Imaging Architect (CDIA+)
- AIIM (Association of Information & Image Mgmt.) Enterprise Content Management (ECMP or ECM<sup>S</sup>) Certificate
- Post secondary diploma or certificate in records management.
  
- Minimum of two (2) years of progressively responsible experience in one or more of the fields of business process analysis, systems development, information management or records management.
- Experience administrating or using electronic information management tools such as document management, email management and work flow/business process management is preferred.
- Knowledge of records management and exposure to Open Text Livelink software are assets.
- Extensive knowledge of current and emerging EIM technologies/applications.
- Knowledge of Windows operating systems.
- Knowledge of current and emerging office productivity tools (Microsoft Outlook, Word, Excel, PowerPoint, Access, Visio, Project, etc.).
- Data migration and validation experience.
- Ability to assess the impact of changes in operating system and/or office productivity tools on the EIM technologies/applications.

