



**Specialist, Records and Information Management**  
**Legislative Services/Clerk's Office**  
**1 Vacancy | Non-Union | FT Permanent**  
**Competition # 26-P-56**

Located on the historic, 386-kilometre Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. The city has been named one of 52 destinations to visit in 2025 by the New York Times.

The City has been shaped by its connection to the waterway, nature, and by the people who call it home. Peterborough is a community of doers and dreamers that are resourceful, passionate, creative and brimming with local pride.

Before it was ever known as Peterborough, this land was called Nogojiwanong – Ojibwe for “the place at the foot of the rapids.” Today, the city remains continuously in motion, guided by a deep sense of community and connection. The City is located on the Treaty 20 Michi Saagiig Anishinaabeg territory and in the traditional territory of the Michi Saagiig and Chippewa Nations, known collectively as the Williams Treaty First Nations.

## Job Details

The Specialist, Records and Information Management, provides program-level leadership and subject-matter expertise for the governance, stewardship, and lifecycle management of the City's corporate records and information assets. The role supports consistent, compliant, and defensible records practices across physical and digital environments, contributing to legislative compliance, organizational accountability, and risk mitigation. The position operates within standards and direction established through the Clerk's Office and supports the integrity, accessibility, and reliability of corporate information as a critical public resource.

Acting as subject-matter expert in records and information management, the Specialist, Records and Information Management provides program-level leadership and professional guidance in the implementation and ongoing maintenance of corporate records governance frameworks. Under the direction of the City Clerk and Deputy Clerk, the role supports statutory access to information processes where records issues require interpretation, coordination, or heightened scrutiny, particularly in complex or sensitive matters.

The position provides technical guidance to departments, oversees assigned work, and works collaboratively with Information Technology and the Clerk's Office to strengthen compliance, support informed decision-making, and reduce organizational risk.

## Qualifications

### Required Qualifications

- Three-year post-secondary diploma or degree in Records and Information Management, Library and Information Science, Informatics, or a related discipline.
- Experience:
  - Job-Specific Experience: Minimum of three (3) years demonstrated experience applying records governance principles, retention schedules, and lifecycle management practices across physical and electronic records environments.
  - Cumulative Experience: Five (5) years of progressively responsible experience in records and information management or a closely related field.
  - Experience working with electronic records management or content management systems at an advanced or administrative level, including applying retention rules, metadata standards, and governance controls.

- Experience providing functional leadership, technical guidance, or supervision in support of records management programs, projects, or initiatives.
- Thorough working knowledge of applicable municipal and information-management legislation, including the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Ability to maintain a high degree of confidentiality and exercise discretion when handling sensitive, high-risk, or restricted information.
- Access to reliable transportation to travel between City facilities, as required.

#### Asset Qualifications

- An equivalent combination of education and experience.
- Certified Records Manager (CRM) designation.
- Experience working within an Ontario municipal or broader public-sector environment.
- Experience supporting Freedom of Information (FOI) processes and digital records governance initiatives.
- Completion of records or information governance training through recognized professional associations (e.g., ARMA Canada) is considered an asset.

### Salary Range

\$99,120 - \$108,325

### Application Information

Qualified applicants are invited to apply by email to [recruiting@peterborough.ca](mailto:recruiting@peterborough.ca) no later than **11:59pm midnight EST on May 4, 2026**.

To ensure your application is considered, please follow these steps:

- Prepare one file only (PDF or Word) that includes both your résumé and cover letter.
- Name your file with your first and last name (e.g., *JaneSmith 26-P-56.pdf*).
- Include the competition number in the file name, and email subject line

We thank all applicants for their interest in the City of Peterborough. Only those selected for an interview will be contacted.

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If you are contacted for an employment opportunity, please advise People & Culture if you require accommodation.

[www.peterborough.ca/jobs](http://www.peterborough.ca/jobs)