

TOWN OF TWO HILLS
Job Description

POSITION TITLE:	Access and Privacy Coordinator
REPORTS TO:	C.A.O. or Designate
SUBORINATE POSITIONS:	None

POSITION SUMMARY:

The main focus of this position provides Freedom of Information and Protection of Privacy (FOIP) and records management services including accountability for the delivery and application of the Act as it would apply to the Town of Two Hills. This position is responsible for providing advice and assistance to all staff pertaining to information access and privacy.

PRIMARY DUTIES:

1. Manage and complete access requests for records in the custody of the Town of Two Hills and its affiliated agencies, boards and commissions under the FOIP Act.
2. Provide input to the appeals and reviews with the Alberta Information and Privacy Commissioner.
3. Ensuring general understanding and incorporation of practices consistent with the FOIP Act.

EDUCATION AND EXPERIENCE PREFERRED:

1. Grade 12 diploma.
2. Current Alberta FOIP Act Training (certificates required).
3. Excellent computer skills and proficiency in Microsoft Office applications.
4. Excellent verbal and written communication skills and organizational skills.
5. Ability to prioritize and work well in a busy environment.