

RECORDS MANAGEMENT COORDINATOR

An excellent opportunity exists for a highly motivated **Records Management Coordinator** to join our dynamic and committed team. The Records Management Coordinator oversees all areas of records management for the City of Camrose including developing and recommending records management policies and procedures. This position reports to the Director of Information Technology.

FUNCTIONS:

- Implement and maintain the City's records management program. Work with delegates in each department to ensure the proper and effective use of the program.
- Coordinate, organize annual disposition reviews and final disposition from all departments as directed to comply with provincial and federal regulations.
- Assume day-to-day care, custody and control of all designated records storage areas. Ensure that records storage space is allocated and maintained appropriately and that records management issues are addressed proactively.
- Assist in the design and implementation of a computerized system for all records management functions and maintain systems as required.
- Train designated staff and departmental users in the operation of new and revised records management systems, conducts training classes as necessary; acts as an ongoing information resource to system users.

QUALIFICATIONS:

- Records and Information Management Degree, or relevant program. Program degree accredited by the American Library Association (ALA) considered an asset.
- Minimum three (3) years' experience in records management administration. Equivalent combination of education and experience may be considered. Municipal experience considered an asset.
- Knowledge of the Freedom of Information and Protection of Privacy Act.
- Extensive knowledge of records and information management standards, processes and terminology.
- Strong verbal and written communication and presentation skills along with demonstrated effective interpersonal skills.
- Excellent planning, organizational, project management, problem solving and decision making skills.
- Ability to multi-task in a fast paced environment.
- Experienced in enterprise content management or archival management system, such as, Laserfiche, Open Text, HP Trim, etc.
- The successful applicant will be required to produce a current and satisfactory Driver's Abstract and Police Information Check.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

ANNUAL SALARY: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by November 24, 2017 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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