



DISTRICT OF SAANICH  
LEGISLATIVE & PROTECTIVE SERVICES  
RECORDS AND INFORMATION SERVICES

## **RECORDS COORDINATOR**

### **One Permanent Full Time Position**

The District of Saanich is the largest municipality on beautiful Vancouver Island, blending urban and rural environment and home to approximately 124,000 citizens. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts the best talent to provide excellent services to our community while enabling our people to perform at their best and grow their skills. Our competitive wages, excellent benefits package, municipal pension plan, various flexible work arrangements, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

There is an exciting permanent full-time opportunity available on our Records and Information Services team in the Legislative & Protective Services Department. The Records Coordinator provides records management expertise and advice to facilitate the successful daily implementation and maintenance of the corporate Records and Information Management Program. This position ensures compliance and promotes efficiency of records and information management under the Freedom of Information and Protection of Privacy Act (FIPPA), with an emphasis on records accessibility, routine release, records retention and destruction, personal information banks, vital records, and information privacy and security.

Requirements include: a Degree in Library and Information Studies or equivalent, supplemented by additional formalized education or certification in records and information management; over five years related experience including significant records management experience at a senior level, preferably in a municipal or other government agency setting; and three years of experience in a leadership/supervisory position in a large organization. An equivalent combination of education and experience may be considered and a local government certificate or experience in a municipal environment would be considered an asset.

The successful candidate will work Monday to Friday 8:30 – 4:30

**This is a C.U.P.E. Local 2011 position with a wage of \$49.41 (Pay Grade P, 2024 rate), an excellent benefits package and a generous pension plan.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Wednesday, May 15, 2024 quoting competition 24131 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Although we thank all applicants, only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca).

Applying from out of town? See what Saanich has to offer! [bit.ly/NaturalSaanich](https://bit.ly/NaturalSaanich)