



SQUAMISH

HARDWIRED *for* ADVENTURE

External Job Posting

Position:	Records Management Coordinator
Status:	Regular Full-Time
Work Area:	Legislative Services
Posting Date:	August 8, 2019
Closing Date:	August 31, 2019

GENERAL SUMMARY

Under the general supervision and direction of the Manager of Legislative Services, the Records Management Coordinator is responsible for implementing, maintaining and improving the District of Squamish corporate records management system.

KEY RESPONSIBILITIES

Customer Service

- Contributes to the success of our team, creation of our community, and delivering outstanding customer service internally and externally by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

Records Management Duties

- Maintains files and records using the Local Government Management Association (LGMA) records management system.
- Reviews, records and determines appropriate retention period according to the District's Records Retention, Disposition and Scheduling Bylaw.
- Classifies and codes corporate records.
- Liaises with internal contacts, assisting staff seeking information, explaining and interpreting rules, regulations and policy related to records management
- Provides assistance and direction to all departments on established records management procedures and best practices, including records classification, retention, destruction and archival.
- Provides assistance to staff requiring access to corporate records.
- Provides direction and assistance with the implementation of an electronic document and records management system (EDRMS).
- Processes information requests for the public.
- Assists with archival work including assisting with the transfer of records and for the destruction of records according to the Records Retention, Disposition and Scheduling Bylaw, as well as overseeing off-site records retrieval service.
- Arranges for digitization of vital records as required, and maintains records of archives.
- Maintains and files original documents for safekeeping.
- Maintains and files a variety of office records for the Corporate Services Department.

Administrative Duties

- Assists the Manager of Legislative Services with the processing of Freedom of Information (FOI) requests.
- Provides back up assistance with updating and consolidation of bylaws.
- Composes routine correspondence for completion by or signature of others.
- Types a variety of documents of various length and complexity.
- Copies, files, indexes and distributes various documents.
- Receives and relays telephone or counter enquiries to the appropriate person or department and provides basic departmental information.
- Supports Legislative Services department as needed.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of the guidelines and procedures of the Local Government Management Association (LGMA) Records Management system or of a government records management system.
- Sound knowledge of the principles, legislative requirements, practices and techniques of records management systems.
- Knowledge, understanding and experience of BC's Freedom of Information and Protection of Privacy Act.
- Ability to promote the use of established corporate records and information management systems and procedures and to provide training and advice to others.



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- Ability to apply records management principles and practices in the electronic environment.
- Ability to review, develop, revise and implement standards and procedures related to the work and to develop and maintain procedural manuals and system documentation.
- Ability to quickly learn the comprehensive organizational structure of a municipality.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Excellent organizational skills, the ability to perform multiple duties simultaneously with deadlines and the ability to work independently.
- Excellent written communication skills.
- Possess a high degree of computer literacy and a demonstrated aptitude for working with a variety of software packages and systems.
- Experience with Sharepoint and Collabware systems.
- Advanced computer skills in Microsoft Office.
- Ability to handle confidential information.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Grade 12 or equivalent
- Valid BC Driver's License
- Experience working in Records Management in a local government environment or a public organization is required.

AND

- A degree or diploma in information management, archival studies, or library studies or a related field, as well as courses in records and information management offered by the Association of Records Managers and Administrators (ARMA),

OR

- An equivalent combination of education, training and experience.

Hours of Work: 70 hours bi-weekly, fortnight schedule. Shifts range between the hours of 7:00am and 5:30pm, Monday to Friday. Current schedule (subject to change) is Monday to Friday, with shifts that range between the hours of 8:00am to 5:00pm, with every second Friday off.

Salary: \$31.89 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #19-52

Human Resources

District of Squamish

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