



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Information and Privacy Supervisor</b>
<b>Status:</b>	Temporary Full-Time (anticipated end date November 1, 2026)
<b>Work Area:</b>	Corporate Administration
<b>Posting Date:</b>	August 15, 2025
<b>Closing Date:</b>	August 29, 2025

## GENERAL SUMMARY

Under the general supervision of the Director of Corporate Administration, the Information and Privacy Supervisor processes and coordinates freedom of information (FOI) requests, provides specialized and technical expertise concerning compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and administers the District's Privacy Management Program.

## MAIN DUTIES AND RESPONSIBILITIES:

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Performs the role of FOI Coordinator for the District of Squamish.
- Plans, assigns and supervises the work of the FOI and Records Clerk and participates in hiring, discipline and termination of the employee.
- Ensures that bylaws and policies adhere to regulations and are amended as required. Drafts policies and procedures related to information and privacy, records management and related bylaws.
- Administers the Privacy Management Program for the District of Squamish.
- Receives, reviews, clarifies and confirms all requests for access to information.
- Refers requests for routine information to other departments as required.
- Coordinates formal requests for records to various departments.
- Conducts preliminary reviews of requests to determine if they are routinely releasable or should be formally processed under FOIPPA.
- Gathers and organizes records ensuring requests are fulfilled within legislated timelines. Communicates with identified staff/records holders to clarify information provided.
- Reviews records to ensure adherence to legislated requirements and that responsibilities to third parties are met.
- Prepares records for disclosure which includes redacting records, drafting acknowledgement letters and correspondence including Fee Estimates and Third Party notifications.
- Provides advice and training to staff, Council and Committee members on privacy and FOIPPA compliance matters.
- Assists members of the public seeking information about access to records and/or seeking access to their own personal information.
- Ensures that Privacy Impact Assessments are prepared and approved pursuant to legislation requirements and provides guidance and support to staff to ensure compliance.
- Maintains the list of Routinely Releasable records and assists departments in adhering to FOIPPA compliance.
- Works closely with the Records Management Technician to provide support on a variety projects.
- Provides confidential support to the Director of Corporate Administration as required.
- Performs other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of statutory requirements under the FOIPPA Act, including knowledge of best practices, principles and processes applicable to FOI and privacy in local government.
- Knowledge of the Local Government Act, Community Charter, other Acts, government regulations and Bylaws concerning District and local government activities.
- Sound knowledge of the principles, legislative requirements, practices and techniques of records management systems.



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- Excellent written, verbal and interpersonal communication skills in conveying information on behalf of the District regarding FOIPPA related issues.
- Outstanding organizational skills, attention to detail, and a positive team-oriented leadership style.
- Sound analytical and research skills with an ability to exercise resourcefulness in dealing with a variety of situations.
- Sound judgement while managing multiple tasks in a fast-paced environment.
- Advanced computer skills in Microsoft Office, including SharePoint.
- Demonstrated ability to draft comprehensive reports, bylaws, and policies with clarity and precision.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to quickly learn the comprehensive organizational structure of a municipality.
- Ability to lead and mentor staff in a collaborative environment.
- Ability to maintain and protect the security and confidentiality of requests and records.
- Ability to be self-directed, work under pressure while exercising tact and persuasiveness in dealing with contentious matters.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Minimum three years of progressively responsible experience with FOI work in a local government environment or a public organization.
- A degree or diploma in a related field.
- Completion in FOIPPA and privacy courses considered an asset.

### OR

- An equivalent combination of education, training and experience.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule.

**Salary:** Salary range: \$91,628.75 - \$100,690.93, 12% in lieu of benefits, 6% in lieu of vacation and 5% in lieu of statutory holidays.

This is an exempt position and is excluded from the Union.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #25-89** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*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 [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*