

Cultivate Your Career



CORPORATE RECORDS & INFORMATION OFFICER **PERMANENT FULL TIME**

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Legal & Legislative Services
Location	5 St. Anne Street, St. Albert
Compensation	\$67,795 - \$83,440 per annum
Closing Date	July 26, 2021
Competition #	21/104

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is seeking to hire a Corporate Records and Information Officer to act as an advocate, expert advisor and innovative leader for the effective management of the corporate information holdings.

Reporting to the Manager, Records and Information the Officer will be responsible for developing implementation strategies, procedures, document tracking mechanisms and the achievement of the City's RIM program compliance with industry standards. This includes:

Strategic Planning, Policy Making, and Evaluating

- Providing strategic advice and recommendations regarding corporate records and information management needs.
- Drafting policies, directives, implementation strategies, plans and procedures.
- Conducting analytical and statistical reporting.
- Leading the quality assurance and compliance reviews and periodic audits of the RIM program.

Records Program Implementation

- Providing project and change management support by overseeing the phased, implementation of an EDRMS.
- Coordinating the review and update of the City's Records Classification and Retention Schedule.
- Identifying, analyzing and integrating new procedures and systems with existing ones.
- Responsible for developing and delivering training for new procedures and systems.

Records Program Maintenance

- Supporting the Records and Information Management Specialist in day-to-day operation of the City's RIM program and the Records Management Centre (RMC).
- Arranging for electronic scanning of existing hard copy documents and auditing of scanned files to ensure CGSB 72.34 compliancy
- Working with staff to recommend new concepts and business processes to provide opportunities for growth, compliancy and innovative approaches to RIM.
- Promoting, marketing and communicating the use of RIM resources, standards and procedures to ensure optimal service to clients.

The individual we seek has great organizational, analytical and time-management skills with the ability to multi-task and prioritize workloads efficiently, while effectively managing various projects. The role is well suited to someone with an in-depth knowledge of legislation and standards that specify or impact information management policies and practices within a municipality. Excellent interpersonal, verbal and written communication skills to draft policies, procedures and other materials as well as develop and facilitate training to multi-disciplinary staff and management.

QUALIFICATIONS

- A diploma in Records Management from a technical institute with a minimum of seven (7) years of experience in progressive RIM profession with experience in developing and implementing corporate RIM programs is required.
- Equivalent education and experience may be considered.
- Extensive knowledge of records and information management concepts, policies, procedures and systems, applicable to both physical and electronic information, including information classification systems and taxonomies, records disposition methods, and interpretation of applicable legislation and policies.
- Preference may be given to those with experience implementing and administering an EDRMS.
- Experience in a municipal government setting is an asset.
- Certifications such as Certified Records Manager (CRM), Certified Records Analyst (CRA), Certified Information Professional (CIP) are considered an asset.
- Must be physically able to do some heavy lifting up to 11.4 kg or 25 lbs.
- Valid Class 5 Drivers License and a personal vehicle for work use is required.

HOURS OF WORK

We offer a compressed schedule of 72 hours bi-weekly (Monday - Friday, 8:00 - 5:00 with a regular day off [RDO] every two weeks).

COMPENSATION

\$67,795 - \$83,440 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

The successful applicant will be required to obtain a satisfactory police information check.

Please submit a cover letter and a resume when applying for this opportunity via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

July 26, 2021

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.