



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20240905_REC
POSITION TITLE:	RECORDS COORDINATOR
DEPARTMENT:	CORPORATE SERVICES
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 13A - \$42.63/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an opportunity for a **Full-Time Regular RECORDS COORDINATOR** in the Corporate Services Department. This is a UNION position with CUPE, Local 374. The ideal candidate has directly related Records Management experience in a municipal/local government or public sector environment.

NATURE AND SCOPE OF WORK

Corporate Services is responsible for providing a wide range of services to internal and external stakeholders. This position reports to the Manager of Corporate Services and is under the functional supervision of the Deputy Corporate Officer. This position coordinates day-to-day records management activities, participates in corporate records projects and training and works collaboratively with all departments and supports the city-wide implementation of effective Records Management best practices ensuring compliance. This position is responsible for a variety of complex administrative, legislative, and customer service functions to support the city.

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.

The Records Coordinator will be significantly involved in the implementation of corporate records management standards and procedures which will include assisting staff and external consultants with transitioning our current electronic records management system to a new system (SharePoint).





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As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

POSITION REQUIREMENTS:

- Completion of Grade 12
- 1 year Certificate in Records Management. An undergraduate degree in Public Administration, Information Management, Library or Archival Studies, or related discipline is an asset.
- Minimum five (5) years experience in a role involving formal records management as a primary responsibility and having extensive knowledge of legislation and records management practices applicable to the work and functions of various departments preferably within a municipal/public sector organization.
- RIM certification or similar is a strong asset.
- Formal training and experience in Freedom of Information and Protection of Privacy requirements and practices is preferred.

* an equivalent combination of training and experience may be considered.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20240905_REC**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Corporate Services, at careers@colwood.ca.

A review of applications will begin after 4:30pm on Tuesday, September 17, 2024, but this posting will remain open until filled.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

