

Careers

Records Management System Coordinator



Come join our Police Services team to support the RCMP in maintaining a safe community for our citizens and be a part of fostering a healthy workplace for our Police Services staff. We are looking for a Records Management System Coordinator who will act as the primary resource for the records management system and the computer automated dispatch (CAD) system in the Kelowna Regional Detachment for all Kelowna Police Professionals. You will be responsible for the development and maintenance of the workflow and business processes, providing user training, conduct and supply reports / data, maintaining the related unit supplemental policies, and providing support to all Kelowna Police Professionals.

You have extensive experience working in a Police environment and with research and interpreting RCMP, PRIME BC and Statistics Canada policies and you possess a sound knowledge of the Criminal Code of Canada, Federal, Provincial and Municipal statutes, UCR and OSR. You have knowledge and practical experience in the RCMP records management systems, computer systems (CPIC, LEIP, IQT, NCDB) as well as Microsoft Office Products. You also have strong organizational skills and the ability to meet deadlines and handle a significant workload. You must be able to obtain and maintain a RCMP security clearance.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport. Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$64,500 to \$71,700, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna has a COVID vaccination policy that requires all staff to be fully vaccinated as a condition of hire and ongoing employment.

Apply online at kelowna.ca/careers by July 13th, 2022

