



Career Opportunities

[Home](#) > [Vacancies](#)

FOIPPA and Records Management Specialist - Penticton, BC

Corporate Services \$ 74800-88000 per year Full-time Permanent Exempt

Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal & BC statutory holidays.

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services. The City of Penticton is looking to fill the full-time position of **FOIPPA and Records Management Specialist** on our **Legislative Services** team.

Reporting to the Corporate Officer, the **FOIPPA and Records Management Specialist** is responsible for planning, developing and implementing centralized manual and electronic records and information management strategies and systems and assists in administering the Freedom of Information and Protection of Privacy Act requirements.

Key Responsibilities:

- Support the City's compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the development, implementation and maintenance of privacy programs, policies and procedures.
- Act as point of contact for privacy-related matters such as privacy questions or concerns.
- Process access to record requests (FOI requests).
- Provide expert privacy advice including the development of information-sharing agreements and privacy impact assessments.
- Plan, organize and manage the City records system (paper and electronic) and archival program (retention and destruction) in accordance with the applicable legislation.
- Develop and recommend policies and procedures for records in accordance with the LGMA's Records Management Manual and FOIPPA Toolkit.
- Provide direction and assistance to departments on implementation and ongoing maintenance of the City records management program.
- Provide ongoing training to staff in City records management practices and appropriate use, storage and transmission of sensitive data.
- Maintain current knowledge and monitor changes in provincial and federal privacy laws and ensure compliance.
- Operate and manage all record storage areas in accordance with bylaws, policies, regulations and best practices.

Required Knowledge, Abilities & Skills:

- Comprehensive knowledge of relevant legislation, policies and practices governing records management and privacy.
- Knowledge of LGMA FOIPPA Toolkit and Records Management Manual.
- Considerable knowledge of the rules, regulations, practices and procedures governing records management and archival operations.
- Ability to analyze and implement an electronic records management system.
- Advanced level of technical proficiency with Microsoft M365, including word processing, spreadsheets and database software.
- Capable of handling sensitive situations and confidentiality.
- Strong written and verbal communication skills.
- Ability to develop, recommend and implement new and/or revised methods and procedures related to work.

Education, Training & Experience:

- Records Management Certificate from a qualified educational institution. Certified Records Manager (CRM) designation or a Masters in Archival Studies or IAPP certification is considered an asset.
- Privacy and Information Management Training would be an asset.
- Minimum of two (2) years of recent related experience, preferably in local government.
- A valid BC Driver's license is mandatory.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **March 9, 2023**.