



Position Title: Records Coordinator

Position Status: Full-Time Temporary (This position to last not later than August 30, 2024)

Department: Board & Information Services

Employee Group: Teamsters Local 31

Location: 36.25 hours / 5 days per week, Burnaby

Salary Range/ Wage Rate: PG T21 \$2,724.55 - \$3,205.95 bi-weekly

Our Board & Information Services Department is seeking a Records Coordinator who will provide the necessary subject matter expertise in the management of records throughout the records lifecycle.

You are:

- **Passionate about applying archival theory and records management concepts in an organizational context;**
- **A people-oriented person and enjoy translating records management concepts in audience appropriate language Interested to transform the field of records management and improve the overall experience for clients in creating and managing records in a corporate records management system;**
- **Able to work in a collaborative work environment involving partners with different business requirements.**

This role:

- Plans and coordinates the integration of client department records into the corporate records management system; ensures for compliance with records retention regulations; and runs regular reports related to security, access and retention status.
- Analyzes departmental work practices, workflow, and records requirements and recommends appropriate corporate records classification, retention schedules and security groups.
- Recommends and develops training materials; conducts departmental training sessions on the records management system; and develops and maintains user manuals and guides.
- Acts as a resource person and provides technical expertise, information and assistance to records management system users and departmental records custodians; communicates new procedures and standards to client departments.

- Participates in a variety of records management projects; carries out assigned segments of projects as assigned.
- Performs related work as required.

To be successful, you have:

- Completion of Grade 12 supplemented by completion of a certificate in program in records management and considerable related experience; OR an equivalent combination of training and experience.
- Considerable knowledge of the functions and requirements of client departments and of the policies and procedures governing the work performed.
- Considerable knowledge of the corporate records classification system and related information classification principles and procedures.
- Sound knowledge of the methods and principles utilized in training users in the use and application of the records management system.
- Ability to analyze users' records requirements, and recommend procedures to integrate them into the corporate records information management system.
- Ability to make decisions in light of established precedence and resourcefulness in solving new problems.
- Ability to develop user materials and conduct training sessions related to the work performed.
- Ability to provide advice and assistance to user departments regarding the records management system and related records retention requirements.
- Ability to prepare, maintain and control a variety of records and to analyze and prepare reports on matters related to the work.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by March 19, 2024.