

Information and Privacy Coordinator (Permanent, Full-Time) - 1307

Close Date

April 19, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is seeking a permanent, full-time Information and Privacy Coordinator to join our Enterprise Risk Management team!

No two requests for records or privacy incidents are alike, therefore no two days of work will be the same.

Do you enjoy problem solving and coming up with new ways to complete tasks, while working within the rules set by legislation? FIPPA compliance is of the utmost importance to the City of Kamloops, and as a growing and innovative organization, our teams are constantly coming up with new ideas, projects, and initiatives, most of which require privacy consideration and guidance.

The City offers working from home/hybrid opportunities too. If this opportunity to help guide the City of Kamloops privacy initiatives interests you, this may be the position for you.

The successful candidate must have the following qualifications:

1. Completion of a certificate in Local Government Administration or completion of a post-secondary diploma with a focus on law, political science or public administration.
2. Minimum three years' administrative experience in a local government, public sector, or legal environment.
3. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
4. Proficient in Adobe Acrobat Pro DC, as demonstrated through testing (70% pass rate required).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

Hourly Rate

\$42.62

Hours & Days of Work

Monday – Friday:

8:00 AM -4:00 PM (summer)

8:30 AM - 4:30 PM (winter)

Hours per Week

35



Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.