



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Manager of Records, Information and Privacy

This is a professional level, moderately complex analytical position involving a wide variety of records and information management functions. Extensive knowledge of Records Management practices and industry standards is necessary as this information is required to develop internal procedures and identify appropriate corporate systems. The successful candidate will possess a thorough understanding of the statutory requirements and administrative functions of a municipal government, be able to utilize tact and diplomacy, perform a wide range of tasks under tight deadlines.

Within the organizational structure of the Office of the City Clerk, the Manager of Records, Information and Privacy reports directly to the City Clerk and is responsible for oversight of the Records Management Program, facilitating access to records, ensuring compliance with the Freedom of Information and Protection of Privacy Act, research and preparation of bylaws, drafting reports, coordination of policy and procedures and supervision of subordinates.

The incumbent will possess extensive knowledge of records and information management policies, processes, procedures, as well as relevant acts and legislation including the *Freedom of Information and Protection of Privacy Act*, *Community Charter*, *Local Government Act*; and a strong understanding of the functions of the Office of the City Clerk.

The incumbent must possess business analysis skills; the ability to describe and determine complex, diverse issues; make independent decisions based on established policies or regulations as well as prepare substantiating reports, procedures and directives. The successful candidate must have strong oral and written communication skills in order to convey and receive messages to meet a variety of needs; the ability to assess options and implications in order to identify a solution and the ability to work co-operatively and productively with others to achieve results.

Candidates will confidently demonstrate strong technical expertise and experience establishing change management to facilitate implementation of corporate classification systems and retention schedules and related process streamlining.

Preference is given to University graduate in Business Administration, Library Sciences or a related discipline with course work in records management and a minimum of five years' experience with two of those years being in Project Management and/or Supervision OR a related discipline with Records Management Certificate and a minimum of seven years' experience in a municipal environment and three years of project management lead experience.

The City of Delta provides a competitive salary of \$130,304 - \$155,389 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants should apply online at www.delta.ca/employment to competition number **24-192 EX** by **September 7, 2024**.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.