



District of Saanich  
Legislative & Protective Services Department

## **Records and Information Services Manager Permanent Full time Position**

The District of Saanich has approximately 114,000 citizens living in an urban and rural municipality on Vancouver Island, BC, north of the provincial capital Victoria. It is the largest municipality on Vancouver Island and the seventh largest in British Columbia. We are a sustainable community where a healthy natural environment is recognized as paramount for ensuring social well-being and economic vibrancy. Our culture holds true to our motto "Populo Serviendo" – this is latin for "Serving the People". We aim to enhance the quality of life for citizens, visitors and future generations in the municipality and the region.

Working on behalf of the District of Saanich citizens and employees, the Records and Information Services Manager provides leadership, direction, and vision for an enterprise-wide framework for the governance of records and information management and is responsible to ensure the protection and management of recorded information and archival material. Under the general direction of the Director of Legislative & Protective Services, this position is responsible to oversee and coordinate the policies and processes related to information access, collection, use, disclosure, and retention and the management of records, both electronic and physical.

The Records and Information Services Manager leads the Corporate Records and Information Management Program, Information Access & Privacy Management Program and the District of Saanich Archives.

As a qualified candidate you will hold a University degree in Library and Information Studies, Information Management, Archival Studies, Records Management, Business or Public Administration, or related field; A certified Records Management designation or Certified Information Professional is preferred; Experience presenting to and interacting with elected Council and Senior Levels of the organization; (6 – 8) years of professional experience in records management and the *Freedom of Information & Protection of Privacy Act*, or an equivalent combination of education and experience may be considered.

**The annual salary range for this exempt position is between \$108,790- \$127,980 with an excellent benefits package.** Role profile and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Wednesday, January 29, 2025, quoting competition 25003 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.