

Records Manager (Permanent, Full-Time) - 1506

Close Date

January 2, 2025

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

If you are a detail-oriented professional with a passion for working with records and archival data, this is the opportunity for you! Our Enterprise Risk Management section is searching for a Records Manager to join our team of dedicated professionals.

As the Records Manager, you will play a crucial role in our Corporate Services department and the entire organization by managing corporate records. This is a great opportunity to join a supportive team and collaborate with all areas of the City of Kamloops. You will have opportunities for ongoing training and many other internal perks! And with an unbeatable pension plan and a supportive work-life balance, you can be confident that the City of Kamloops is invested in your long-term success and well-being. This is your chance to build a fulfilling career in Corporate Services in one of Canada's most beautiful and dynamic cities.

As the Records Manager, you will manage and oversee all corporate records and retrieval systems at the City of Kamloops. You will analyze current records management practices, identify risks/opportunities for improvement, and work collaboratively to implement improvements. You will develop and recommend policies/procedures and audit compliance. A big portion of this role is helping to build a records management culture and educate other areas of the organization to enhance collaboration. If this position interests you, we encourage you to apply!

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit! Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone. Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. Post-secondary degree in Records and Information Management, Information Technology, Business, or other related field.
2. Minimum of three years of experience working in records management administration, information management or business transformation.
3. Excellent interpersonal and communication skills with a demonstrated ability to deal with both external and internal parties in a professional manner while presenting viewpoints and ideas effectively in both written and oral form.
4. Thorough knowledge of the principles, practices and techniques of modern physical and computerized records and information management systems and related computer-based system applications.
5. Considerable knowledge of the Local Government Management Association (LGMA) Records Management framework.
6. Extensive knowledge of records and information management standards, processes, and terminology with a strong understanding of municipal legislation and the Freedom of Information and Protection of Privacy Act.
7. Considerable knowledge of research techniques, particularly those relating to information systems, records, and municipal lines of business.
8. Experience with enterprise level electronic document and records management systems.
9. Strong and demonstrated leadership skills.

The annual salary for this position is \$102,057.15. The City also offers a comprehensive benefit package including generous vacation and an Earned Days Off program. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities. This is an exempt management position.

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.

Annual Salary

\$102,057.15

Hours & Days of Work

Monday – Friday:

8:00am – 4:00pm or 8:30am – 4:30pm

Hours per Week

37.5

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.