

Township of Langley

Job Title:	Records Coordinator - RCMP
Competition Number:	25-U063
Employment Type:	Regular Full-Time
Pay Rate:	\$44.22 - \$52.21 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	40 hours per week Non-standard hours and/or non-standard work week
Competition Opening Date:	May 6, 2025
Competition Internal Closing Date:	May 14, 2025
Competition External Closing Date:	May 20, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Records Coordinator - RCMP** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Police Services, in this unionized position you will perform a variety of specialized tasks, including verification and maintenance of information processed in the records management system. This position will appeal to applicants who are detail-oriented and have experience in a police records information management environment. You will participate in the planning, scheduling and implementation of system changes, upgrades and audits, including training and support. You will plan, supervise, assign and review the work of subordinates performing advanced and varied records management work.

Responsibilities

- Identify and troubleshoot inefficient procedures and systems and problems; research, review, plan, develop, recommend and, upon approval, implement new and/or improved work methods, policies and procedures
- Oversee the maintenance of the department's electronic records management system
- Maintain liaison with Watch Commanders and provide general direction to Telecommunications
- Supervise, plan, review and provide direction and training to one or more subordinates in several units engaged in related work
- Prepare shift schedules, discuss and assist in the resolution of workplace problems; train and instruct new employees; prepare for and participate in interviews
- Serve as departmental representative on internal and external committees and working groups for system changes, development, testing and implementation
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by courses in supervision, office and records management systems and related RCMP courses, plus considerable related experience working in a police and records management environment, including several years' supervisory, database and application experience specific to the policing environment, or an equivalent combination of training and experience
- Thorough knowledge of the rules, regulations, policies and procedures applicable to maintaining RCMP files and records
- Ability to schedule, assign, review, train and supervise the work of staff, participate in the selection and evaluation and performance management of same
- Ability to identify the need for and develop and recommend revised business processes and operational policies and procedures
- Sound knowledge of police investigational processes and procedures related to the work performed
- Establish and maintain effective working relationships with a variety of internal and external contacts

Enhanced reliability status is required (not required as part of the application process, however, will be required upon consideration for employment).

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

