



RECORDS ANALYST – Term

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a highly organized, self-motivated professional with exceptional attention to detail to assume the duties of a Records Analyst. analytical skills to assume the duties of a Records Analyst. This position is a one-year term, with the potential to be extended based on operational requirements.

Position Summary:

Reporting to the Director of Legislative & Legal Services, or designate, the position requires a high degree of independent action and discretion, excellent communication skills and the ability to multi-task in a demanding environment. The candidate will possess exceptional leadership, judgement and interpersonal skills and the ability to develop credibility and effective working relationships with employees, elected officials and external stakeholders.

Key Responsibilities:

This role is responsible for developing, recommending, and implementing new or revised records management methods and procedures in alignment with best practices to improve efficiency. Key duties include creating and delivering staff training on records and information management policies, contributing to training materials, and leading training sessions. The position also supports both paper and electronic records projects, such as SharePoint and digital transformation initiatives, by developing project plans, documentation, user policies, and processes that ensure lifecycle management and compliance. Additional responsibilities include writing reports, interviewing staff to assess business needs, and collaborating with other Records and Information Services staff to complete projects. The role requires maintaining strong working relationships with staff, management, and vendors, while managing multiple priorities, meeting deadlines, and adapting to changing demands.

Our Ideal Candidate:

- Degree in Records Management, Library and Information Studies, or Archival Studies
- 3 years of related experience including the direct supervision of staff, an acceptable equivalent combination of education and experience may be considered
- Experience managing records within an electronic document records management system (or SharePoint) is considered an asset
- Certified Records Manager (CRM) or Certified Records Analyst (CRA) designation is an asset
- Knowledge of records management systems, theories and practices; electronic information systems; and principles and techniques of retention and disposition scheduling
- Flexible and a collaborative team-player with well-developed interpersonal skills, along with an aptitude for establishing and maintaining positive working relationships with a variety of stakeholders
- Apply pragmatic and innovative approaches to information governance



- Maintain focus on results while managing competing priorities
- Demonstrate strategic and tactical thinking
- Lead and implement successful records management change initiatives
- Collaborate and influence effectively across organizational levels
- Ensure rigor and integrity in decisions and actions
- Handle confidential and sensitive information appropriately
- Communicate effectively in both written and verbal forms
- Class 5 BC Driver's License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-70E | Opens August 25, 2025 | Closes September 22, 2025
Full Time – Term | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$80,152 – 89,057