

## IGM Technician II - Term (12-Months)

Position ID: J0526-0159

Job Type: Term

Department: Information Governance and Management

Number Of Positions: 1

Min Salary: \$36.62/Hour

Max Salary: \$45.78/Hour

Posting Closing Date: June 03, 2026

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### The Opportunity:

The Senior Information Governance and Management (IGM) Technician provides specialized knowledge and supports the corporate IGM Program, ensuring information is managed as corporate assets for the benefit of City employees and the citizens of Airdrie.

Responsibilities include:

- Systematic management of records and information in all forms from creation/receipt through to disposition.
- Supports retention schedule maintenance ensuring archival, legislative, and regulatory compliance of the City's records.
- Analyzes departmental information assets, researches and categorizes their appropriate retention values.
- Provides IGM expertise for SharePoint site compliance activities.
- Provides IGM expertise for IGM department initiatives (e.g., retention schedule reviews, disposition processes/activities, governance reviews, etc.).
- Provides IGM expertise for projects related to the implementation of information systems (new technology projects, Business System Assessments).
- Provides IGM expertise on a request basis to functional areas regarding records management and/or governance questions/concerns.

- Protects information assets in all forms from unauthorized access following established procedures.
- Contributes to determining the direction of the City's Information Governance and Management Program, and the mentoring of IGM team members.
- Communicates the purpose of the IGM program to customers (City staff).
- Use of physical information management system (TABFusionRMS).

#### **You Bring:**

- Undergraduate degree required in a related field (e.g., Records and Information Management, Archival Studies, Information Science, Library Science)
- Consideration will be given to an equivalent combination of education and experience.
- Professional certification(s) recommended:
  - Certified E-Discovery Specialist
  - Certified Information Privacy Professional (CIPP)
  - Certified Records Analyst (CRA)
  - Certified Records Manager (CRM) e.g., Institute of Certified Records Managers (ICRM),
  - Information Governance Professional Certification (IGP)
  - The International Association of Privacy Professionals (CIAPP)
- Minimum 5 years of professional work experience in a municipal environment (preferred).
- Extensive knowledge of records and information management theory, methodology and practice, including the principles and practices that promote access, protection, and preservation, in all media.
- Advanced experience and understanding of SharePoint Online (required).
- Advanced experience using Gimmel Records Management (preferred).
- Experience using TABFusionRMS (preferred).
- Strong interpersonal skills, including demonstrated written and verbal communication skills.
- Strong critical thinking and analytical skills.
- Ability to maintain a high degree of confidentiality and discretion.
- Organized, accurate, with strong attention to detail.
- Ability to prioritize tasks with competing deadlines.
- Ability to work both independently and in a team environment.
- Self-motivated and possess a positive, professional attitude.
- Proficient computer skills, including the Microsoft Office suite and ability to learn new software.

#### **We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

#### **Additional Information:**

This is a part time 12-month term position that works 22.5 hours per week. Extension of the term is dependent on operational needs; however, it is not guaranteed.

### Next Steps:

Candidates are invited to apply online at [www.Airdrie.ca](http://www.Airdrie.ca). We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at [careers@airdrie.ca](mailto:careers@airdrie.ca) and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.

