



EMPLOYMENT OPPORTUNITY

Position:	Records Management Technician
Closing Date:	November 15, 2023, or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as a Records Management Technician in our Corporate Services Department.

KEY QUALIFICATIONS

- Desirable fields of study may include a Post-secondary Certificate, Diploma or Degree in Information & Records Management, Legal Studies, Library Science, Business Administration, Local Government, or Public Policy
- Experience in a records management administration role
- Knowledge of records and information management principles, processes/systems, and terminology
- A combination of education and experience will be considered

ESSENTIAL SKILLS

- Highly analytical with strong computer and process flow design skills is essential.
- Ability to understand and interpret applicable legislation including FOIP.
- Ability to maintain a high degree of ethics, discretion, and confidentiality.
- Strong organizational, oral, and written communication skills; able to professionally converse with all levels of staff, and internal and external stakeholders.
- Ability to work independently; be a highly motivated self-starter; attention to detail and accuracy
- Strong time management skills to balance priorities from various departments

KEY RESPONSIBILITIES

- Lead County-wide electronic document and records management system (EDRMS) initiatives and provide advice and guidance to all departments, including training on best practices and regulatory requirements on system.
- Provide professional and technical advice to administer an EDRMS, including planning, organizing, monitoring, and coordinating the maintenance, protection, retrieval, and disposition of all information and documents.
- Research, update and manage retention and disposition schedule policy in accordance with applicable legislative and business requirements
- Review corporate records and interpret documents, determine the logical and accessible place to file, classify documents, and maintain the documents appropriately
- Develop and implement records management standards, strategies, policies, and procedures in consultation with the Director of Corporate Services.
- Deliver excellent service to all stakeholders, respond to inquiries and requests for assistance.

A competitive salary and comprehensive municipal benefits package are available. The successful candidate must provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: “**CONFIDENTIAL – RECORDS MANAGEMENT TECHNICIAN**” can be submitted by Wednesday, November 15, 2023, to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB. T0B 2P0 Email: hr@county24.com

All resumes and personal information provided will be managed in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.