EDMONTON

Corporate Records, Business Lead
Job Number: 7719

This position is for 1 Permanent Full-Time and 1 Temporary Full-Time position for approximately up to 18 months in duration

Are you looking for an opportunity to make an impact on the City of Edmonton's Corporate Records Information Management Program? Then consider applying today as a Corporate Records Business Lead! In this role, you will play a critical role in supporting the administration of the corporate records management program which includes the management of both physical and electronic records throughout their life cycle. Your success will be measured by your demonstrated ability as a strong communicator, ability to analyze processes and your knowledge of records information management systems.

Reporting to the Corporate Records Manager, your responsibilities for this role will be:

- Developing corporate CRIM operating standards, processes and procedures
- Interpreting CRIM standards, processes and procedures to the business unit
- Training employees in records management practices and processes
- Developing, researching, and updating retention schedules
- Validating and tracking disposition
- Administering the corporate records management software systems and providing technical and subject expertise and assistance to departments, branches, sections and business units
- Leading corporate projects related to records management operations
- Providing advice and consultation to staff responsible for working with records within the City
- Conducting research on best practices and standards for records management
- Identifying risks or recommendations for Information Management Council's consideration

To visualize what it is like to be on our team, visit The City of Edmonton Talent Hub

Qualifications:

- Diploma in a related discipline plus a certificate in Records Management , or Bachelor's degree, Library Science, Business Administration and Computer Science or a related discipline
- Certified Records Management (CRM) designation an asset
- With a Diploma: seven (7) years progressive related work experience in records management of which Five (5) years is in a municipal environment with at least (3) years experience as a project management lead
- With a Degree: five (5) years progressive related work experience in records management of which three (3) years is in a municipal environment with at least (2) years as a project management lead
- Substantial understanding and knowledge of records information systems - electronic or paper
- Ability to analyze processes and work in a team environment
- Demonstrated ability in strong organizational skills
- Effective interpersonal and communication skills (verbal, written and presentations)
- Demonstrated proficiency and experience with Microsoft Word, Excel, Access, PowerPoint and Outlook

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program

Salary Range: 21M; Salary Grade: 025; $32.811 - $41.195 (Hourly); $2,214.74 - $2,780.66 (Bi-Weekly), $57,804.780 - 72,575.290 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. This union contract is currently under negotiations

General:

- Applicants may be tested
- Civic Service Union 52 members are asked to send a copy of their application to the union office
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.tilma.ca.

Recruitment Consultant: BB/KG
Classification Title: Records and Information Lead
Posting Date: Jan-23-12
Closing Date - 11:00pm on: Feb-06-12
Number of Openings (up to): 2 - Permanent and Temporary Positions Full-time
Union: CSU 52
Department: Governance & Legislation Services (Corporate Services)
Work Location(s): City Hall, 3rd Floor 1 Sir Winston Churchill Square Edmonton T5J 2R7

Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.