



# NEW WESTMINSTER

*Great City, Great Work, Great Future!*

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## Position Vacancy: Records Analyst

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<b>DEPARTMENT:</b>	<b>Legislative Services</b>	<b>STATUS:</b>	<b>Full-Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week*</b>	<b>SALARY:</b>	<b>\$57,727 – \$67,990 annually</b>

The City has an exciting opportunity for a detail-oriented team player to join the Legislative Services team. As a Records Analyst, you will administer, coordinate, and maintain the corporate records management system and will assist with administering the Freedom of Information and Protection of Privacy Act requirements. In addition, you will develop and establish corporate standards, procedures, and policies related to records; ensure compliance with internal and external records retention regulations; analyze records requirements for the city's departments; respond to FOI and Privacy issues as directed by the supervisor; provide vacation relief for the FOI and Privacy Coordinator; and recommend and develop record management training materials and conduct training sessions.

If many of the following characteristics and skills describe you, we want to meet you!

- You have completed a recognized records management program at a post-secondary institution, supplemented by at least two years of experience in records management – an equivalent combination of education and experience acceptable to the employer may be considered.
- You are knowledgeable about the City's departments' functions and policies and procedures.
- You are an expert in corporate records classification systems and related information classification principles and procedures.
- You are skilled in conducting training sessions related to the work performed, including developing training and user guide materials.
- You capable of analyzing users' records requirements and recommending procedures to integrate the same into the corporate records information management system.
- You are able to make decisions in light of established precedence and be resourceful in resolving new matters.
- You have the natural ability to deal courteously with client departments regarding the records management system and related records retention requirements.
- You have a track record of preparing, maintaining and controlling a variety of records and analyzing and preparing reports on matters related to the work.
- You have knowledge and experience working with a corporate IT department, fluent in IT terminology and can easily learn new software systems.
- You have managed records with an Electronic Document Management System, preference will be given to individuals experienced with eDoc by OpenText.
- You are a skilled Microsoft email user and has experience with a corporate scanning system.

**\* This position participates in a Compressed Work Week Program.**

Apply by sending your cover letter and resume quoting **competition #18-84, by November 28, 2018** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: 604-527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted  
This position is only open to those legally entitled to work in Canada.*