



PERMANENT FULL-TIME RECORDS AND INFORMATION SPECIALIST

(Competition 21-65)

Position Overview

The City of Nanaimo is seeking a permanent full-time Records and Information Specialist. Under the general direction of the Director of Legislative Services and reporting to the Records Information & Privacy Coordinator, the Records and Information Specialist is responsible for coordinating and supporting the migration of the City's corporate records into an Electronic Document Records Management System (EDRMS), and providing advice and guidance to all City departments to support their continued participation in the records management program. This position also assists with the election process.

Qualifications

Applicants must have certification in records and information management or relevant education related to library and information technology or archival studies or an equivalent combination of education, training and experience, 3 years related records and information management experience, including experience participating in a leadership role during the implementation of a comprehensive records management program at a large public organization and municipal experience and experience in project management, corporate change management and paper to electronic records conversion is required.

A valid BC Class 5 Driver's Licence is required for this position.

Additional Information

This is a unionized position. \$39.58 per hour - after Probation (Jan 2021 Rate), based on a 35 hour work week. A comprehensive benefit package is included. The wage level for this position is subject to confirmation under a union/management jointly negotiated job evaluation plan.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 21-65 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at www.nanaimo.ca.

Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 100,000. Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

Posting Date

Monday, June 7, 2021

Application Deadline

Wednesday, June 23, 2021
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406
Fax: (250) 755-4449

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.