



CITY OF FORT ST. JOHN

COMPETITION NO. 2017-60 RECORDS MANAGEMENT COORDINATOR FULL TIME-REGULAR

Excellent people. Awesome Benefits. Great Wages.

Join us in Fort St John – the Energetic City! We are blessed with not only a strong economy but also a sense of community and a quality of life second to none. Fort St. John is a haven for adventure at all times of the year, with various active sport and leisure clubs, special events, and a standing commitment to promoting and providing community and personal wellness appealing to a wide range of interests.

The Records Management Coordinator is responsible for the records management system and functions including developing, implementing and maintaining the classification system for the lifecycle of all paper and electronic records. The preferred candidate will possess a diploma in Information and Records Management coupled with three years' experience working in records management preferably in a municipal environment and a valid BC Class 5 Drivers' License. Certified Records Manager (CRM) designation or other Records Information Management (RIM) certifications would be considered an asset.

This is a Union position (BCGEU) and the rate of pay is \$34.88 per hour (subject to review). Interested applicants are requested to send their resume AND covering letter to the undersigned prior to 4:00 p.m., Tuesday, September 5, 2017:

Human Resources Assistant, Amber Dyer
adyer@fortstjohn.ca
City of Fort St. John
10631 - 100th Street, Fort St. John, BC. V1J 3Z5
PHONE: (250) 787-8150
FAX: (250) 787-8181

For more information visit www.fortstjohn.ca

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.