



## Records and Information Governance Officer

Competition #J0224-1738  
One (1) Permanent Full Time Position

Reporting to the Senior Legislative Officer, the Records and Information Governance Officer will oversee the Records Management Program for the City of Fort Saskatchewan; this includes the development and implementation of the City's Records Management Bylaw and associated procedures, strategies, retention, and disposal schedules.

Responsibilities include, but are not limited to:

- Advising City staff on best practices for managing electronic and physical records to ensure records are accessible and effectively organized.
- Act as a FOIP Officer of the City, fulfilling the responsibilities of the head of a public body under the FOIP Act.
- Development, implementation, and maintenance of the City's Records Management Program
- Develop, review and update the City's Records Management Bylaw, policies and procedures.
- Coordinate, organize and execute the removal and destruction of records from all City Departments as directed to comply with the City's Records Retention and Destruction Bylaw.
- Assist in the design and implementation of a computerized system for all City records management functions and maintain systems as required.
- Provide training and materials related to the City's Records Management Program to staff responsible for records management, as well as departmental users.

The successful candidate will have post-secondary education in Records and Information Management, Access to Information and Protection of Privacy, or a related field. A Certified Records management designation, an Association of Records Management Administrators (ARMA) and Association of Information and Image Management (AIIM) memberships are considered assets. A minimum of three years of experience working in records management administration is required. Working experience with Laserfiche, SharePoint and in a Municipal environment is preferred. The successful candidate will have extensive knowledge of records and information management standards, processes, and terminology with a strong understanding of municipal legislation and the Freedom of Information and Protection of Privacy Act. The Records Management Administrator will pride themselves on their professionalism and will have the ability to set priorities and multitask in a fast-paced environment.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$74,919.00 to \$88,159.50 per annum. If you are dedicated, innovative and forward thinking with a high level of professionalism, you are invited to apply in confidence by **Monday, March 25, 2024**, through the Career Portal on the City's Website at [www.footsask.ca](http://www.footsask.ca)



Take your Career in the Right Direction

Fort Saskatchewan, home to more than 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

***The City of Fort Saskatchewan thanks all applicants for their interest but advises only those under consideration will be contacted.***