

Records Management Analyst (Permanent, Full-Time) – 1091

Close Date

September 14, 2023

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops is seeking a permanent, full-time Records Management Analyst! This position will be deeply integrated in the Records Management team working with City records and information management. The successful candidate will be overseeing a small team, providing direction and guidance daily. If you have a business-focussed degree and thrive in a fast-paced work environment, this could be a great career for you.

The successful candidate must have the following qualifications:

1. Completion of a post-secondary degree in Records and Information Management, Business, Commerce or Finance.
2. Minimum three years' experience in in Records Management, Freedom of Information or Information Management.
3. Minimum one year previous supervisory or team lead experience.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position may or may not be filled based on the outcome of the other Records Management Analyst – Training Opportunity #1092 posting as only one position will be filled.

Please note that this is a new job classification, and the pay grade is subject to agreement between the Employer and the Union.

Hourly Rate

\$42.62

Hours & Days of Work

Monday – Friday 8:30 AM - 4:30 PM (winter) 8:00 AM - 4:00 PM (summer)

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.