



## Records and Information Management Coordinator

Permanent Full Time

Posting No. 72-17

September 21, 2017

The Resort Municipality of Whistler is a one-of-a-kind community and is often recognized as the number one mountain and ski resort destination in North America. It has a thriving four-season events calendar, and arts and culture sector. Whistler was the Host Mountain Resort for the 2010 Olympic and Paralympic Winter Games. Financially sound and responsive to an engaged mayor and council, this is a high performance municipal organization serving a community of almost 12,000 people and three million annual visitors. As an economic generator of over \$1.53 billion annually, Whistler is key to British Columbia's tourism economy.

The Legislative Services department of Corporate, Economic and Environmental Services (CEES) has an opportunity for qualified individuals to apply for the position of Records and Information Management Coordinator. Reporting to the Municipal Clerk, this position offers 72 hours bi-weekly starting as soon as possible.

This position is primarily responsible for administering, promoting and maturing the Resort Municipality of Whistler's (RMOW) records and information management (RIM) program and records management system. Using records management concepts, principles and practices this position ensures that an appropriate RIM program is in place for managing all hard-copy and electronic records across departments in an integrated way. As part of the RIM program, this position develops and uses appropriate records procedures and controls that complement business operating procedures and meet legislative and evidentiary requirements. The position also supports access to information and privacy management under the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Qualified candidates will have completed a post-secondary program in a related field such as information management, archival studies, records management, business or public administration supplemented by three to five years of similar work experience. The Certified Records Manager (CRM), Certified Records Analyst (CRA) or a similar designation and familiarity with the Local Government Management Association (LGMA) records classification and RIM practices would be considered strong assets. An equivalent combination of education and experience will be considered.

The successful candidate will demonstrate considerable knowledge of the legislation, rules, practices and procedures governing records and information and privacy management in electronic and physical environments, in particular, the candidate will have knowledge of FIPPA, the *Community Charter* and the *Local Government Act*. The candidate must be proficient in MS Office and familiarity with SharePoint and Collabware CLM is preferred. The candidate will also be an approachable and helpful individual with the demonstrated abilities to effectively problem solve, multi-task and meet deadlines, and work collaboratively as part of a team.

As a requirement of the position, the successful applicant must hold a valid class 5 BC driver's license and must provide a satisfactory driver's abstract and a satisfactory Police Information check prior to beginning employment.

Interested candidates are invited to submit a resume and cover letter by email to [hr@whistler.ca](mailto:hr@whistler.ca) or complete our online application form available at [www.whistler.ca/careers](http://www.whistler.ca/careers)

**Quote posting No. 72-17 | Deadline for applications is Monday, October 9, 2017**

*We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.*

*The Resort Municipality of Whistler is committed to being an equal opportunity employer who embraces and respects diversity.*