



The City of Richmond is a diverse and dynamic community in pursuit of our vision to be the most appealing, livable and well-managed community in Canada.

People • Excellence • Leadership • Team • Innovation

**Imagine a career with the City of Richmond**, a dynamic environment for growth and continuous improvement, fostered by our collective strengths and creativity. We are a vibrant, diverse cosmopolitan city, supported by a strong economy and recognized as leaders in innovation and service delivery excellence. The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – **our people**. This is a great opportunity to join our team and shape our community.

**Records Analyst**  
**Temporary Full Time**  
**Duration: February 2020 to August 2021**  
**Job ID: 2019.401**  
**\$39.57 to \$46.78 per hour**

The Records Analyst works in the Records and Archives Section of the City Clerk's Office within the Legal and Legislative Services branch of Corporate Administration. The Records Analyst reports directly to the Manager of Records and Information. Scheduled to work in two different locations, the day-to-day duties of the Records Analyst are supervised by either the Records and Information Management Analyst (at the Records Section Office) or by the Archivist (at the City of Richmond Archives).

The Records Analyst performs complex analytical work in the City's integrated records and archives management program, a program which is governed by the City's Corporate Records Management Program Bylaw 7400. This position involves diverse responsibilities in a dynamic professional environment requiring a well-balanced suite of skills involving both theory and practical application.

Examples of key work activities include:

- Assisting City staff and members of the public in accessing records;
- Providing input into development and maintenance of taxonomies and indexing authorities; and
- Participating in the development of systems to handle and care for confidential City records, including the management of both open and closed Council and Committee records.

At the Records Section Office, examples of key activities include, but are not limited to:

- Playing a key role in the management and further development of the City's records management Systems including the Richmond Enterprise Document Management System (REDMS), the Uniform Classification and Retention System (UCRS) and standards compliance initiatives;
- Assisting with any upgrades to REDMS or updates to the UCRS;
- Assisting with the development and delivery of records management or Freedom of Information and Protection of Privacy Act (FIPPA) training programs for staff;
- Assisting with processing access requests under FIPPA; and
- Assisting with coordinating Privacy Impact Assessments with IT, various City departments and possibly with outside consultants.

At the City of Richmond Archives, examples of key activities include, but are not limited to:

- Playing a key role in the preservation and making accessible the evidence of Richmond's past, including working with the non-profit society Friends of the Richmond Archives;
- Assisting with any upgrades to InMagic DB/TextWorks including the implementation of any specialized projects;
- Conducting appraisals and making recommendations of both community and City records for retention at the City Archives;

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*The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries, please.***

- Conducting functional and provenance-based analysis of current City records;
- Arranging and describing records according to the Rules for Archival Description utilizing the Archives database system;
- Assessing conservation needs for records; and
- Performing research and provide analytical input into development of strategies for digital records transfers and preservation in the Archives.

**Position Requirements:**

Completion of a Master's Degree in Archival Studies or Library and Information Studies, plus a minimum of 1-2 years of experience with government records, ideally at the municipal level. An equivalent combination of education and experience may be considered.

**If you think this is a good fit for you, we invite you to apply today!**

The City of Richmond uses an applicant tracking system for candidates wishing to view and apply for available career opportunities. For further details regarding this specific career opportunity, please visit our website at [www.richmond.ca/employment](http://www.richmond.ca/employment). Applicants will be required to upload a current resume and provide any supporting documentation relevant to the position (Word format). The closing date for Job ID: 2019.401 – Records Analyst is 11:59pm, on February 4<sup>th</sup>, 2020.