



Live where you work

Corporate Records Coordinator

Majestic mountains, the rugged West Coast Trail, serene lakes and one of the world's tallest free-standing timber rail trestles all lie in the picturesque Cowichan Valley Regional District (CVRD). Located on Vancouver Island, the CVRD provides a wide range of local government services to a population of 80,000, located within its 4 distinct municipalities and 9 electoral areas.

The CVRD is looking to attract a progressive and accomplished professional to join our team in the newly created exempt position of Corporate Records Coordinator. Reporting to the Corporate Officer, the Corporate Records Coordinator is responsible for the development, implementation and maintenance of the regional district's Records Management Program.

As the ideal candidate you will have a degree in one of the following areas: Library and Information Studies, Information Management, Archival Studies, Records Management, Business Administration or Public Administration; Certification as a Certified Records Manager, or ERM Master or ECM Master; and five years of related experience, including two years of supervisory experience, preferably in a local or regional government environment. An equivalent combination of education, training and experience may be considered.

You are a results-oriented professional with a demonstrated track record of developing, implementing and revising standards and procedures related to records management including procedural manuals and system documentation. Your excellent

interpersonal skills will serve you well in promoting and providing training, advice and assistance on the use of the corporate records and information management systems and procedures.

As the ideal candidate you will possess a strong understanding of the Local Government Management Association classification system, RIM best practices, and industry standards. Your people-based leadership style will help guide your team to meet and exceed expectations.

If you are an energetic team-player who enjoys a challenging, fast-paced, dynamic environment, and have the ability to inspire people and support them in doing optimal work on behalf of the citizens of the CVRD, we want to hear from you. For a complete job description or further information on this exciting opportunity, please visit our website at www.cvrld.bc.ca

Qualified applicants are invited to send a resume including a covering letter in complete confidence to the Human Resources Division **before 4:30 p.m. November 6, 2019** quoting competition **LS19087-E**. We can be reached by e-mail at hr@cvrd.bc.ca (please use either MSWord or pdf format), or by mail at 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax at 250.746.2522.

The CVRD would like to thank all applicants. Please note that only those selected for an interview will be contacted.