



District of North Saanich

RECORDS COORDINATOR

(\$27.80 - \$29.53 per hour)

The District of North Saanich invites applications for the full-time position of Records Coordinator. Working in the Corporate Services Department the Records Coordinator is responsible for coordinating the management of the District's records, advising on records management issues, as well as advising and training staff in other departments on the management of their records and information. The position also provides administrative support to day-to-day operations of the Corporate Services Department and the District's human resource functions.

A degree in records management or a related discipline plus three years professional experience is required. Consideration will be given to candidates with an equivalent combination of experience, education and training.

This position is a Union position and is subject to the terms and conditions in the collective agreement between the District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity including a complete job description is available for review in the Employment section of the North Saanich website (www.northsaanich.ca).

Applications may be submitted by e-mail, fax or mail before **4:00 p.m. on Friday, July 29, 2011** to:

Curt Kingsley, Manager of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
ckingsley@northsaanich.ca
Fax: (250) 655-5489

The District of North Saanich thanks all applicants however only those chosen for an interview will be contacted.