



## **Records Management Administrator** Competition #2018115 One (1) Permanent Full Time Position

The City of Fort Saskatchewan is seeking an enthusiastic, detailed oriented, positive individual to join our Legislative Services Team. Reporting to the Senior Legislative Officer, the Records Management Administrator will oversee records management for the City of Fort Saskatchewan, including developing, recommending, and implementing the Records Management Bylaw and associated procedures, strategies, retention, and disposal schedules.

This position is responsible for developing training manuals and programs for staff and ensuring compliance of all departments with policies and procedures for the City's Records Management Program. The Records Management Administrator will conduct training sessions for the departmental users in the operation of new and revised records management systems and act as an ongoing information resource to systems users.

The successful candidate will have a Records and Information Management Certificate or Diploma. A minimum of three years of experience working in records management administration is required. Working experience with Laserfiche, and in a Municipal environment is preferred. The successful candidate will have strong organization, presentation, verbal and written communication skills. The Records Management Administrator will pride themselves on their professionalism, excellent customer service skills and work well within a team environment.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$63,199 to \$74,334 per annum. Qualified applicants are invited to apply in confidence.

**This position will remain open until a suitable candidate is found.**

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Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 26,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre, and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: [www.fortsask.ca](http://www.fortsask.ca)

*The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.*