



# EMPLOYMENT OPPORTUNITY

## **Records Coordinator (2 Positions) Industry, Tourism and Investment & Legislative Assembly Yellowknife, NT**

The City of Yellowknife, Capital of the Northwest Territories, is a community of approximately 20,000 that lies on the north shore of Great Slave Lake. Yellowknife is one of the fastest growing cities in Canada and offers all the amenities and attractions of a big city while surrounded by beautiful, wide-open wilderness that offers adventurers and outdoor enthusiasts alike a quick escape. Yellowknife is the NWT's largest community and the primary administrative, commercial and educational centre.

Records Coordinator is a pivotal position that manages, develops and implements the records management system within the Department according to GNWT policies and procedures. The incumbent ensures that print and electronic records are properly stored, readily retrievable, and preserved for future archival and historical research purposes. All Departmental records are managed by utilizing the Administrative Records Classification System (ARCS) and Record Information Management System (iRIMS) an automated database system. This position also includes the Department's Access to Information Coordinator role, which is responsible for monitoring and controlling access to records in accordance with the Access to Information/Protection of Privacy Legislation and all GNWT procedures and guidelines.

Comprehensive knowledge of development and implementation of Standard Records Classification Systems is required, as well as knowledge of records management systems, electronic information systems and document management systems. Incumbents must have excellent communication skills, and the ability to interpret legislation and recommend appropriate means of action relative to records management.

Typically this level of knowledge is obtained through successful completion of a Records and Information Management Degree or related field (Archival, Library or Information Science) with three (3) years of directly related experience. Equivalent combinations of education and/or experience will be considered.

The salary starts at \$34.20 per hour (approximately \$66,690 per annum), plus an annual Northern Allowance of \$2,500.

**This competition may be used to fill similar positions that become available over the next six months.**

**Candidates must clearly identify their eligibility in order to receive priority consideration under the Affirmative Action Policy.**

**Industry, Tourism and Investment  
Ref #2008-63-5554-3**

**Closing Date: February 8, 2008**

**Legislative Assembly  
Ref #2008-12-5555-3**

**Apply to:** Management and Recruitment Services  
Department of Human Resources  
Government of the Northwest Territories  
Laing Building 2<sup>nd</sup> Floor  
P.O. Box 1320  
Yellowknife NT X1A 2L9  
Fax: (867) 873-0281  
[jobsyk@gov.nt.ca](mailto:jobsyk@gov.nt.ca)

**For copies of the job description, please visit: [www.hr.gov.nt.ca/employment](http://www.hr.gov.nt.ca/employment)**