



JOIN US in shaping one of the world's most livable regions. Metro Vancouver (formerly the Greater Vancouver Regional District) is a partnership of 21 municipalities and one electoral area that protects and enhances the quality of life through the delivery of region-wide essential services. We're building a sustainable region based on our commitment to environmental integrity, social well-being and economic prosperity. Our Corporate Secretary's Department is currently seeking a:

Records Analyst (Full-Time Regular)

DUTIES:

Plans and coordinates the integration of client department records into the corporate records management system; ensures for compliance with records retention regulations; and runs regular reports related to security, access and retention status.

Analyzes departmental work practices, workflow, and records requirements and recommends appropriate corporate records classification, retention schedules and security groups.

Recommends and develops training materials; conducts departmental training sessions on the records management system; and develops and maintains user manuals and guides.

Acts as a resource person and provides technical expertise, information and assistance to records management system users and departmental records custodians; communicates new procedures and standards to client departments.

Participates in a variety of records management projects; carries out assigned segments of projects as assigned.

Performs related work as required.

REQUIREMENTS:

Completion of Grade 12 supplemented by completion of a certificate in program in records management and considerable related experience; OR an equivalent combination of training and experience.

Considerable knowledge of the functions and requirements of client departments and of the policies and procedures governing the work performed.

Considerable knowledge of the corporate records classification system and related information classification principles and procedures.

Sound knowledge of the methods and principles utilized in training users in the use and application of the records management system.

Ability to analyze users records requirements, recommend procedures to integrate same into the corporate records information management system.

Ability to make decisions in the light of established precedence and resourcefulness in meeting new problems.

Ability to develop user materials and conduct training sessions related to the work performed.

Ability to provide advice and assistance to user departments regarding the records management system and related records retention requirements.

Ability to prepare, maintain and control a variety of records and to analyze and prepare reports on matters related to the work.

The bi-weekly salary range is \$1,718.25 - \$2,022.75 and is accompanied by an attractive and comprehensive benefits package. Please submit your résumé, citing file #T4428 by **Monday, February 25, 2008** to:

Human Resources, Metro Vancouver,
4330 Kingsway, Burnaby, BC V5H 4G8.
Fax: 604.432.6455; email: jobs@metrovancover.org
www.metrovancover.org

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.