



HUMAN RESOURCES

PERMANENT FULL-TIME RECORDS AND INFORMATION SPECIALIST

(Competition 24-156)

Position Overview

The City of Nanaimo is seeking a permanent full-time Records and Information Specialist. Under the direction of the Deputy Corporate Officer, the incumbent is responsible for coordinating and supporting the migration of the City's corporate records into an Electronic Document Records Management System (EDRMS) and providing advice and guidance to all City departments to support their continued participation in the Records Management Program. This position also assists with the election process.

Qualifications

Applicants must have a certificate in Records and Information Management, Library and Information Technology or related discipline from a recognized educational institution. A minimum of 3 years' related experience in records management, including experience working within a Records Management Program in a local government environment, project management, and use of EDRMS software is required. An equivalent combination of education and experience may be considered. Applicants must possess a valid Class 5 Driver's Licence.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. The hourly wage is \$40.61 increasing to \$42.76 upon successful completion of probation (Jan 2025 Rates). Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 24-156 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Friday, December 20, 2024

Application Deadline

Sunday, January 19, 2025
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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