

Senior Records Analyst/Supervisor

[Service Alberta](#) , **Edmonton** - Service Alberta's Records Management unit is looking to help you branch out in your records career by offering an opportunity that establishes and maintains the roots of records management procedures and practices.

This position will give you a chance to exercise your organizational and multitasking skills as you will be actively involved in the design, development and review of internal standards and procedures while delivering courses and workshops. In the mean time you will be implementing and maintaining the disposition and scheduling of records, coordinating the central file room services and utilizing your technical expertise to assist your clients and staff.

As the ideal candidate will also be able to apply your research, analytical and creative skills when establishing goals and objectives that support an operational plan that maintains the Government's vision and values of respect, excellence, accountability and integrity. **Competition Number 55827. Salary:** \$43,500 - \$55,284. **Closing Date:** April 24, 2009.

Qualifications: High school diploma plus considerable years related records management experience is required. Knowledge of applicable Government of Alberta legislation and regulations is preferred. Formal records management training and/or experience with records management databases are considered assets. Equivalencies will be considered.

NOTE: This is a temporary position until March 31, 2010 with a possibility for extension. Secondments will be considered for permanent salaried employees. Candidates with lesser qualifications may be considered at a lower classification level and salary. This competition may be used to fill future vacancies.

Online applications are preferred. To apply online visit www.alberta.ca/jobs. If you are unable to submit an electronic version of your resume, please submit your resume quoting the competition number, to: Meghan St. Arnaud, Service Alberta, Human Resource Services, 11th Floor, Capital Health Centre (South Tower), 10030 - 107 Street, Edmonton, Alberta, T5J 3E4. Phone: 780-422-8597, Fax: (780) 415-6091.

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.

Learn more about this and other career opportunities in the Alberta government by visiting our website.

www.jobs.alberta.ca