



CAREER OPPORTUNITY

RECORDS MANAGEMENT TECHNICIAN

To support Red Deer County's commitment to enhanced service delivery, we have a permanent, full-time (35 hr.) opportunity available for the position of "*Records Management Technician*" in the area of Corporate Services, stationed at the Red Deer County Centre, Red Deer County, Alberta.

Under the direction of the Records Information Management Coordinator, the "Records Management Technician" position provides assistance with the maintenance of departmental records, implementation and maintenance of automated records management systems, departmental record conversions, and disposition of County records.

The qualified candidate will provide assistance with records office functions and services for all departments and assist in the maintenance and updates of the County Master File Plan and Records Retention Schedules. The Records Management Technician provides support to record systems projects including file conversions, electronic conversions and implementations as well as records disposition. The successful candidate will also provide assistance in compiling information for requests; provide assistance to the RIM Coordinator in regard to the collection, storage, retrieval and disposition of Red Deer County information; and perform other related duties as required.

Qualifications: The ideal candidate will have or be working towards a Certificate in Records/Information Management along with two (2) years of directly related experience. An equivalent combination of education and experience may be considered. The chosen candidate will be a self-starter with the ability to work both independently and in a team environment, have the ability to adapt to change, possess excellent organizational skills along with an exceptional customer service focus. The ability to effectively communicate with fellow employees and the general public is also requirements of this position. Proficiency in related computer operation and programs is also a requirement of this opportunity.

Salary Scale: \$47,124.00 – \$61,197.00.00 (Level 3 - Current Salary Classification System)
Plus inclusion in Red Deer County's Medical/Dental, Health Spending, Learning & Wellness, and Pension Benefits Program. Red Deer County is a smoke free work environment.

Please provide a Resume and covering letter to be received by **4:00 P.M., FRIDAY, JULY 10th, 2009.**

Human Resources
Red Deer County
38106, Rge Rd. 275
Red Deer County, Alberta T4S 2L9
Fax: (403) 350-2164
E-mail: jerichson@reddeercounty.ab.ca

Red Deer County wishes to thank all applicants for their enthusiasm and interest in this opportunity with our municipality. Only those candidates selected for an interview will be contacted. All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta *Freedom of Information and Protection of Privacy* (FOIPP) legislation. The personal information that you provide to Red Deer County is being collected solely for the purpose of applying for employment. Any questions or concerns should be directed to our FOIPP Coordinator at 403-357-2366.