

Build a Career...Shape a City!



www.saskatoon.ca

*From the diversity of our many world-class festivals and attractions, to the warmth and energy of our citizens, **Saskatoon Shines** with fun, excitement and sophistication. Strategically located in the heart of the Prairies, Saskatoon (pop. 210,000) is situated in the picturesque South Saskatchewan River valley, and is home to a booming economy in science and technology, ag-biotech, manufacturing and food processing.*

Corporate Records Analyst

**City Clerk's Office
Posting No. 391(59)**

Key responsibilities include:

- Implementing and monitoring the Corporate Records and Information Management Program.
- Providing guidance to departments pertaining to the analysis and inventory of records for conversion to the Corporate Records Management system.
- Conducting records and information management training.
- Providing support for the implementation and maintenance of the electronic records and information management system.

The successful candidate will be a graduate from a recognized two-year post-secondary records and information management program with two years' related records and information management experience.

We offer a competitive salary plus a comprehensive benefit plan. Please forward your resume in confidence by **5 p.m. on Friday, September 11, 2009** to: **Human Resources, City Hall, 222 3rd Avenue North Saskatoon SK S7K 0J5; Fax: (306) 975-3073; Email: careers@saskatoon.ca**



**For complete employment details, go to
www.saskatoon.ca or call 306-975-3261.**

While the City of Saskatoon sincerely appreciates the interest of all applicants, only those candidates selected for an interview will be contacted.

