

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

Overview

The Records Analyst performs complex analytical work in the City’s integrated records and archives management program, a program which is governed by the City’s Corporate Records Management Program Bylaw 7400. This position involves diverse responsibilities in a dynamic professional environment requiring a well-balanced suite of skills involving both theory and practical application.

The Records Analyst works in the Records and Archives Section of the City Clerk’s Office within the Law and Legislative Services Division. This position involves working collaboratively within the City Clerk’s Office as a member of the Records and Archives Section team. The Records Analyst reports directly to the Manager of Records and Information. Scheduled to work primarily at the City of Richmond Archives, but may also work at City Hall, the day-to-day duties of the Records Analyst are supervised by either the Archivist (at the City of Richmond Archives) or by the Records and Information Management Analyst (at City Hall).

Examples of key responsibilities include, but are not limited to:

- Playing a key role in the preservation and making accessible the evidence of Richmond’s past, including working with the non-profit society Friends of the Richmond Archives;
- Assisting the day-to-day administration of InMagic DB/TextWorks databases, including any upgrades or implementations of specialized projects;
- Conducting appraisals and making recommendations of both community and City records for retention at the City Archives;
- Accessioning community records, including working directly with donors; Conducting functional and provenance-based analysis of current City records;
- Arranging and describing records according to the Rules for Archival Description utilizing the Archives database system;
- Assessing conservation needs for records;
- Performing research and provide analytical input into development of strategies for digital records transfers and preservation in the Archives;
- Assisting City staff and members of the public in accessing records including carrying out often complex research requests;
- Providing input into development and maintenance of taxonomies and indexing authorities;
- Participating in the development of systems to handle and care for confidential City records, including the management of both open and closed Council and Committee records.
- Playing a key role in the management and further development of the City’s records management systems including the Richmond Enterprise Document Management System (REDMS), the Uniform Classification and Retention System (UCRS) and standards compliance initiatives;
- Assisting with any upgrades to REDMS or updates to the UCRS;
- Assisting with the development and delivery of records management or Freedom of Information and Protection of Privacy Act (FIPPA) training programs for staff;
- Assisting with processing access requests under FIPPA; and
- Assisting with coordinating Privacy Impact Assessments with IT, various City departments and possibly with outside consultants.

Knowledge, Skills & Abilities:

- Solid knowledge of archives management, records management and preservation management as well as awareness of technical strategies for digital preservation is required.
- An understanding of the standards and legislation in the field of records and archives, including the Freedom of Information and Protection of Privacy Act, is required.
- Highly effective interpersonal, oral communication, writing, project management and team skills are essential.
- Ability to interact successfully with the public and staff at all levels on a basis of respect, service, and teamwork is essential.
- Demonstrated ability to exercise a professional level of diplomacy and discretion is essential.
- Familiarity with InMagic DB/TextWorks and OpenText eDocs/eDocs RM software a definite asset.
- Ability to successfully clear a Police Information Check.

Qualifications and Experience:

- Completion of a Master’s Degree in Archival Studies or Library and Information Studies, plus a minimum of 1-2 years of experience with government records, ideally at the municipal level. An equivalent combination of education and experience may be considered.
- Valid Class 5 Driver’s License for the Province of British Columbia.

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The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.

Additional Information:

Employee Group	CUPE Local 718
Position Status	Regular Full-Time
Pay Band	J15
Pay Range/Rate	\$43.26 - \$51.26 (2023 rates)
Openings	1
PCC	1241
Posted Date:	January 15, 2024
Internal Closing Date:	January 28, 2024
External Closing Date:	February 11, 2024

To Apply:

Please apply through the City of Richmond website.

Job Posting URL: <https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=TRQS8M&cws=37&rid=1793>

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