

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Records Analyst – Legislative Services

Administrative Level 4

(Up to a 13 Month Term)

Under the direction of the Records and Information Manager, this position shares responsibility for maintaining and monitoring the City of Brandon's corporate wide Records and Information Management (RIM) program. This includes advising and assisting City staff throughout the organization in the implementation of the RIM program, adapting to functional methodology, adopting the new corporate records classification structure, training in electronic records management and engaging with legislation relevant to RIM. This includes participating in various committees, meetings, workshops and conferences related to RIM.

Mandatory Qualifications & Experience

- Grade 12, G.E.D. , or Mature High School Diploma;
- Completion of Principles and Concepts of Records and Information Management course from the University of Manitoba or equivalent course(s) from a recognized post-secondary institution (or willingness to complete within one year of appointment to the position)

Preferred Qualifications & Experience

- Minimum of two (2) years experience in a computerized office environment;
- Proficient use of computer equipment, operating systems, word processing and database software, Electronic Document Management Systems;
- Knowledge of the functions of a municipal government.

Competition # 200047

Posting Date: September 14, 2020

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

Applications will be accepted until **11:59 p.m. on September 28, 2020.**

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$23.16 – \$24.26 per hour - 2018 rates.

Position Conditions: This is a full-time, term position of 36.25 hours per week. This position will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!