



Penticton Indian Band

R.R. #2, Site 80, Comp.19
Penticton, British Columbia
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

June 26, 2017

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Records and Information Management Coordinator	Classification:	6 - Management
Department:	Administration	Responsible To:	Band Administrator
Status:	Full time, Permanent	Hours of Work:	35/hrs week
Range:	PIB Salary Grid		
Location:	PIB Administration Offices – 841 Westhills Drive, Penticton, BC		
Closing Date:	July 11th, 2017, by 5:00 pm		

Job Summary:

The Records and Information Management Coordinator is responsible for ensuring the protection and integrity of the Penticton Indian Band's records and information assets by developing, implementing, and maintaining an effective, efficient and suitable organization-wide Records Management and Information Governance program.

Core Competencies:

- Accountability and Dependability
- Adaptability
- Analytical Thinking
- Communication
- Critical Thinking
- Decision Making and Judgment
- Leadership
- Networking and Relationship Building
- Organizational and Relationship Building
- Planning and Organizing
- Problem Solving
- Service Orientation
- Strategic Thinking
- Teamwork
- Time Management

Duties/Responsibilities:

- developing and maintaining a Records and Information Management program including classification system, records retention schedule and electronic records management software system to support Penticton Indian Band's objectives and business practices;
- ensuring Penticton Indian Band meets compliance obligations with applicable financial, legal or administrative requirements, preserves its corporate memory and heritage, and has ready access to information needed to achieve strategic goals;
- the development, maintenance and administration of the records and information management policy, standards and procedures;
- promoting the records and information management policy, standards and procedures to all staff;

Decision making examples are:

- Determines the appropriate and accurate classification of Penticton Indian Band records based on the Records Classification Structure developed for the Penticton Indian Band.
- Determines that legal obligations are met for the creation and retention of both paper and electronic records and identifies which records are to be preserved for historical and research purposes and which should be destroyed in accordance with the Penticton Indian Band's Records Retention Schedule.
- Approves the destruction of records when legally appropriate to do so and in conjunction with the Band Administrator's approval.
- Inform and provide guidance for staff on how to manage Penticton Indian Band's paper records in a secure manner ensuring that appropriate security measures are observed for maintaining and protecting records containing personal or other confidential Information.
- Determines availability of Records and Information Management budget funds, authorizing expenditures within this budget.
- Promotes and enforces compliance with Penticton Indian Band's Records and Information Management program, and provides guidance and training on good recordkeeping practices to the organization's staff.
- Determines how to meet Penticton Indian Band's strategic goals by developing, implementing and maintaining an appropriate, efficient and effective Records and Information Management program that meets the overall needs of the organization.

Regulatory/governance requirements for decision making and conduct:

The Records and Information Management Coordinator follows the principles of information governance, known as the Generally Accepted Recordkeeping Principles® (the Principles) developed and published by ARMA International to foster general awareness of information governance standards and principles and assist organizations in developing information management systems that comply with them.

Qualifications/Requirements:**Minimum Academic/Educational Requirements**

- High School Diploma or equivalent
- Two year diploma program from a recognized post-secondary institution specializing in Library Sciences and/or Records and Information Management.

Other Certification, Licenses, Designations and/or Training

- Courses in Records and Information Management offered by ARMA (Association of Records Managers and Administrators) or recognized post-secondary college or university
- ARMA membership

Specific Job Skills and Levels

- Comprehensive knowledge of current industry standards and records management principles, practices, procedures and methods;
- In-depth knowledge of legislation, rules and regulations governing First Nations organizations relating to the management and retention of records;
- Ability to coordinate the integration of records into the records management system and recommend appropriate classification, retention schedules and security groups
- Ability to promote the use of records and information management systems and procedures and to provide training and advice;
- Ability to apply records management principles and practices in an electronic environment;
- Effective communication skills and the ability to build relationships with all levels of the organization;

- Broad knowledge of business English, spelling and punctuation;
- Proven customer service skills;
- Exceptional attention to detail;
- Superior organizational skills;
- Excellent time management skills to meet reporting deadlines, manage competing priorities, and coordinate records and information management activities;
- Ability to work independently, be self-motivated and results-oriented with a focus on quality;
- Effective collaborative problem solving skills with an ability to implement solutions;
- Strong ability to exercise discretion, diplomacy, tact and good judgment when dealing with sensitive and/or confidential information;
- Proficient computer literacy skills and a demonstrated aptitude for working with a variety of software packages and systems;
- Solid understanding in the use of electronic records management systems, document imaging software, document scanners and other associated hardware and software;
- Proven research, analytical and problem solving skills; and,
- Ability to lead in a rapidly evolving and dynamic environment.

Minimum Level of Experience

- Must have a High School Diploma or equivalent; augmented with courses in records and information management and experience working in an office environment, OR an acceptable combination of training and experience.
- Exposure or knowledge of/to electronic records management systems, document imaging software, document scanners and other associated hardware and software.
- Accurate keyboarding skills.

Personality Traits (Required to be successful in position)

- Strong organizational, analytical and leadership skills
- Conscientious, thorough and detail-oriented
- Service driven with strong client focus
- Effective time and change management skills
- Ability to be flexible and work well in both a team and self-directed environment under pressure to meet deadlines
- Excellent interpersonal, professional communication and presentation skills
- Stable, reliable and dependable

Assets:

- IT Technology skills, aptitude and experience
- PC/Computer courses
- Other post-secondary education not specifically pertaining to Records and Information Management

Working Conditions:

- Volume of work is high and attention to detail is critical. Sustained mental effort is required consistently throughout the day.
- Works alone primarily, with or without direction.
- Ability to perform physical tasks related to work such as standing for long periods of time, bending, lifting boxes up to 40 lbs, and climbing ladders.

Job Classification & Salary Grid Placement:

Management			
This level of Management role are to support and back up the management systems for the day to day issues, systems and processes to provide for support and smooth operation of the services provided	Range for capacity, experience and education	Range for capacity, experience and education	Range for capacity, experience and education
Classification 6			
Step = Years in this position	A	B	C
0	\$ 22.00	\$ 22.50	\$ 23.00
1	\$ 23.50	\$ 24.00	\$ 24.50
2	\$ 25.00	\$ 25.50	\$ 26.00
3	\$ 26.50	\$ 27.00	\$ 27.50
4	\$ 28.00	\$ 28.50	\$ 29.00
5	\$ 29.50	\$ 30.00	\$ 30.50
6	\$ 31.00	\$ 31.50	\$ 32.00
7	\$ 32.50	\$ 33.00	\$ 33.50
8	\$ 34.00	\$ 34.50	\$ 35.00
9	\$ 35.50	\$ 36.00	\$ 36.50
10	\$ 37.00	\$ 37.50	\$ 38.00

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in Administration please **send a resume and covering letter by 5:00 pm on July 11, 2017 to the attention of:**

**Kathy Falkus – Human Resources Manager
Penticton Indian Band**

Mail: RR #2 Site 80 Comp. 19 Penticton, BC V2A 6J7 **Fax:** (250) 493-2882
Email: jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'P'ink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.