



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 10,400. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

RECORDS COORDINATOR / ARCHIVIST

1 Regular Full-Time Position

(\$31.95 - \$35.50/hour)

The Town of View Royal is seeking a dynamic and innovative individual to fill the Records Coordinator/Archivist position. Reporting to the Director of Corporate Administration, the Records Coordinator/Archivist is responsible for the development, implementation and maintenance of the Town's Records Management program and its related functions, as well as the coordination of the Archives program including the collection, storage and preservation of historical records and archival materials.

The ideal candidate will have a diploma in records management, archival or library studies with a minimum of three (3) years' experience in an office environment with responsibility for records management and/or archives at a senior level, preferably in a municipal or other government agency setting, or an equivalent combination of education and experience. Other preferred qualifications include:

- Demonstrated understanding of the principles, practices, and legislative requirements of records management with knowledge of the Local Government Management Association (LGMA) records classification and retention schedule and/or similar schedules;
- Working knowledge of archival principles and practices according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD);
- Advanced knowledge and experience with Microsoft Office Suite (Outlook, Word, Excel), Windows Explorer, databases and records management software;
- Excellent verbal, written and interpersonal skills with the ability to facilitate workshops and lead training activities;
- Strong attention to detail and ability to maintain a high degree of accuracy.

A detailed job description is available at www.viewroyal.ca.

Applicants should submit a detailed résumé, including cover letter and references, which reflects their knowledge, skills and abilities relevant to the position, no later than **4:30 p.m., Friday, March 22, 2019** to:

Human Resources
Competition 2019-02
Attn: Ms. Sarah Jones
Town of View Royal
45 View Royal Avenue
Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

Please note that only those applicants selected for an interview will be contacted.