



**TOWN OF BLACKFALDS
EMPLOYMENT OPPORTUNITY**

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Job Title – Records Management & FOIP Coordinator (1 Yr Term – under review for permanency)

Position Summary: The Town of Blackfalds is looking for a candidate who would develop and implement Town and project-specific document control systems, maintain records, and oversee document control for regulatory and legal compliance. Accountable for the tracking, distributing, administering and managing the Records Management program. Plus, acting as FOIP Coordinator for the Town.

The position description can be seen in its entirety at www.blackfalds.com

Requirements and Qualifications: As part of the Corporate Services team you will participate collaboratively with all staff on developing the Records Management program in SharePoint and Microsoft Office 365.

You possess certifications in Freedom of Information and Protection of Privacy (FOIP) and Certified Records Manager (CRM) designation with a diploma in Information and Records Management, Archival Studies or Library Science. You hold minimum of three (3) years' experience working in records management, in a municipal government environment. Your proven ability to communicate firmly and diplomatically with the public and respond courteously to complaints and difficult customers is essential.

Hours of Work: The hours of work are based on a 35-hour work.

Salary: Salary range to be determined.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. This position will remain open until a suitable candidate is identified.

Pre-employment requirements are a Criminal Record Check, Vulnerable Sector Search, Intervention Record Check, valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com