



PO Box 130. Carcross, Yukon Y0B 1B0

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[www.CTFN.ca](http://www.CTFN.ca)

## Employment Opportunity



**Job Title:** #26-05 Records Information Manager

**Department:** Governance

**Status:** Full time Permanent

**Salary:** C/TFN Wage Scale Level 11 (\$41.45-\$49.83 p/hr)

**Closing Date:** Until filled

### This Posting

This posting is to fill one (1) permanent full-time position. This is an until-filled competition. Candidates are encouraged not to delay submitting their application as this posting can close at anytime. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous Candidates.

## **Carcross/Tagish First Nation Mission Statement**

The Carcross/Tagish First Nation is mandated to protect the environment, health, education and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish Nation government for our future generations.

### **Your Role**

Under the direction of the Director of Governance, the Records Information Manager plays a key role in overseeing the control, retention, and disposal of systems and processes to ensure the proper storage and management of CTFN's information and records across all formats, with an emphasis on both paper and electronic records. Additionally, the Records Information Manager will develop and implement processes to audit and ensure compliance with the established standards.

### **Your Benefits**

We are pleased to offer a comprehensive benefits package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25km from Carcross, and contributions to RRSP's, ensuring that you are supported both personally and professionally.

### **Duties and Responsibilities**

- The responsibility of this position is to ensure compliance with relevant legislation and regulations the creation, storage and retention of both paper and electronic records;
- Manages and directs the preservation of the corporate history and valuable information throughout;
- Facilitate access to records and information;
- Manages the resources of the records management team;
- Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organizational records; and
- Ensure information systems are secure and safe within the system.

## **Essential Qualifications**

Please submit your resume, clearly highlighting how you meet the qualifications outlined below. Candidates selected for further consideration will be based solely on the information provided in your resume.

- College Diploma in records and document management program, information management program, archival or library science. 5 years or more experience will also be considered.
- Experience in records management or document management software and general information systems;
- Certified Records Management (ICRM) would be considered an asset.

## **Desired Knowledge, Skills, and Suitability**

- Experience in establishing and scheduling records disposal protocols and procedures;
- Good understanding of information management principles, information systems and archives;
- Knowledge of electronic imaging, storing, arranging, indexing, classifying records and documents;
- Ability to provide leadership, coaching and training to members of the team;
- Effective oral and written communication skills;
- Excellent organizational skills;
- Excellent critical thinking, relationship building and conflict management skills;
- Strong understanding of working with various cultural backgrounds.

## **Conditions of Employment**

- Verification of Education
- RCMP criminal record check with vulnerable sector.

Please send your resume to [Erica.couch@ctfn.ca](mailto:Erica.couch@ctfn.ca) with the competition name in the subject line.

Please note: relocation will not be provided with this position.