



TSAWWASSEN FIRST NATION  
s̓c̓əwəθən məsteyəx<sup>w</sup>

## Employment Opportunity - Records Analyst

The Tsawwassen First Nation is looking for a highly organized and skilled individual to fill the position of a Records Analyst. The successful candidate will have prior knowledge, skills and experience in the Records Information Management field. In addition, the candidate is expected to understand more than the basic techniques and technologies, and will have managed or developed records management projects, and have knowledge of key lifecycle information management concepts. This is a full time position with a competitive benefits package. Work is performed primarily indoors in an office environment. Off-site travel may be required to attend meetings, committees, conferences and training events. This position will report directly to the Manager of Government Services.

### **Summary of Responsibilities:**

- a) Design, evaluate, review, implement, update, and maintain TFN's records and information management systems
- b) Implement recently developed TFN Document Management Policy
- c) Ensure document management is in compliance to the Freedom of Information and Protection of Privacy Act
- d) Provide relevant training to departmental personnel to ensure compliance with Document Management Policy
- e) Maintain knowledge and awareness of current industry trends as well as current methods and technologies related to records management
- f) Issue monthly progress reports
- g) Work closely with all TFN staff in all aspects of records management

### **Qualifications:**

- Applies specialized technical skills as an independent worker under minimal supervision.
- Ability to take direction and follow instructions and know when to seek input and direction from manager
- Working knowledge of all aspects of records and information management
- Demonstrated information management and organizational skills
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook with a fair working knowledge of MS Publisher
- Ability to relate to TFN community

- Basic understanding of TFN's Treaty context and legal foundation is considered an asset.
- Ability to effectively prioritize workloads and meet required deadlines
- High ethical standards
- Ability to exercise discretion when dealing with sensitive and confidential information
- Excellent organizational and communications skills
- Minimum of two years college including specialized courses in records management, business law, or computer technology, and two to four years experience in creating records systems.
- Must have a BC valid driver's license
- Previous experience working with First Nation communities is desired, but not required
- Must complete a Criminal Records Check

**Please send your resume and a cover letter with two current references by Tuesday, August 31, 2010 - 4:00 p.m. to:**

Valerie Cross-Blackett,  
Manager of Government Services  
1926 Tsawwassen Drive  
Tsawwassen, BC V4M 4G2

**Fax:** 604-943-9226

**E-mail:** [vcross-blackett@tsawwassenfirstnation.com](mailto:vcross-blackett@tsawwassenfirstnation.com)

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*Late submissions will not be accepted. Only qualified applicants will be contacted.*