



## **RECORDS MANAGEMENT & ATIA COORDINATOR**

*Competition #CC01092026RMC*

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

### ***THE OPPORTUNITY***

Reporting to the Manager of Legislative Services, the Coordinator serves as the central point of coordination for the municipality's records management program and the administration of requests under the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

The Municipality is seeking a detail oriented and highly organized Records Management & ATIA Coordinator to support transparent, compliant, and accountable municipal operations. This position plays a critical role in information governance, records management, access to information, and privacy compliance across the organization.

The successful candidate will provide guidance, training, and policy support to departments while ensuring legislated timelines and compliance requirements are met.

### ***KEY RESPONSIBILITIES***

- Coordinate and support the municipality's records management program, including retention, disposition, and information governance practices
- Administer and coordinate Access to Information and Privacy (ATIA/POPA) requests, ensuring legislated timelines and requirements are met
- Act as the central point of contact for records, access to information, and privacy matters across the organization
- Provide guidance and support to departments on records management, privacy obligations, and best practices
- Support the development, maintenance, and delivery of policies, procedures, and staff training related to records and privacy
- Ensure the secure handling of confidential and sensitive information and support privacy compliance and breach response as required
- Prepare reports, statistics, and documentation to support compliance, transparency, and continuous improvement

### ***QUALIFICATIONS & REQUIREMENTS***

Our ideal candidate has specific qualifications and requirements:

- A diploma or degree in Records Management, Information Management, Public Administration, Legal Studies, or a related discipline, with equivalent education and experience considered.

- A minimum of two to five years of progressively responsible experience in records management, ATIA/POPA administration, or a related role within a municipal or public-sector environment is required.
- The position requires demonstrated knowledge of Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA)
- Experience coordinating records retention, disposition, and information requests in a compliance-driven setting.
- Certification or coursework in records management, privacy, or information governance (such as CRM, IGP, or equivalent) is considered an asset, and municipal experience is preferred.

## **WORKING CONDITIONS**

This is a full-time office-based position, typically based on a 37.5-hour work week. Work is primarily performed in an office environment with extended periods of computer use and document review as well as prolonged sitting. Occasional extended hours may be required to meet legislated deadlines or operational requirements. The role involves handling confidential and sensitive information and requires sustained concentration and attention to detail.

## **WHY CYPRESS COUNTY?**

Cypress County offers a highly attractive total compensation package, including:

- Play a key leadership role in shaping and strengthening records management and information governance across the County, supporting transparency, accountability, and effective municipal operations
- Competitive salary and excellent benefits
- Support for learning and professional development opportunities
- Make a meaningful impact in the lives of residents across Cypress County through your contribution to open, responsible local government

To learn more about what Cypress County has to offer please visit our website [www.cypress.ab.ca](http://www.cypress.ab.ca).

## **HOW TO APPLY**

If this opportunity interests you, please forward your resume and cover letter no later than:

**4:30 p.m. on Monday February 2, 2026** to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

**Subject Line Example:** Competition **CC01092026RMC** – Your First & Last Name

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time  
but only those under consideration will be contacted.*

### **Indeed Wording**

Applications must be emailed with the above information to the competition email to be accepted and reviewed. All applications must be emailed to the competition email address listed above to be accepted and reviewed. Applications submitted solely through Indeed will not be considered.