

FEDERAL HOME LOAN BANK OF SEATTLE

If you're interested in making a difference at work AND working to make a difference, think about joining the Federal Home Loan Bank of Seattle.

The Seattle Bank makes our communities better places to work and live by providing funding products to its nearly 400 financial institution members -- and by contributing 10% of its annual net profits to affordable housing and community economic development.

A \$50 billion institution, the Seattle Bank is one of 12 Federal Home Loan Banks located across the U.S.

Record Project Manager

This position is responsible for implementing, managing and maintaining the Seattle Bank's Record Management (RM) Program. Work across the Bank and management committees to develop and manage the Bank's information classification, storage, retention and destruction policies and programs, including restricted data and off-site storage. Individual will identify, recommend and implement process improvements and provide guidance and mentoring to other bank staff in applying records management best practices. Individual will also design and present training to business unit record coordinators on record retention policy and procedures. .

Responsibilities include:

- Apply current, relevant knowledge and experience in record management concepts, practices and procedures to the Bank's RM Program. This includes knowledge of current principles and techniques regarding both physical and electronic data and records storage as well as best practices in the Record Management industry.
- Work closely with business units to analyze and resolve complex record management issues, independently or with minimal supervision.
- Use effective project management skills in leading and implementing the Bank's RM Program.
- Identify and classify business records created or used in business processes.
- Provide direction and guidance to successfully achieve Bank goals and regulatory requirements for record retention.
- Evaluate and identify emerging technologies, industry standards, regulations and/or best practices (both manual and automated) that impact the Bank's performance and processes to support RM goals.
- Provide a framework to guide business units and other business partners (e.g., vendors, board of directors, contractors) in the management of their records.
- Successfully collaborate with business units, bank management and auditors or examiners.
- Adapt to changing business and technical environments.
- Balance multiple tasks, priorities and deadlines.
- Apply appropriate judgment, discretion and adherence to professional code of ethics for record managers.
- Protect business records created or used in business processes to ensure availability, confidentiality, integrity; and the retention and destruction of such as specified by relevant policies.
- Performs other duties and projects as assigned.

DESIRED QUALIFICATIONS

- Bachelor's Degree and professional certification in record management preferred or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired. If not certified, certification to be obtained within one year of employment.
- 5-7 years of project management experience, leading projects and managing people.
- Thorough understanding of general record management operational processes, procedures and best practices.
- Knowledge of the legal and regulatory issues affecting record management.
- Resourcefulness and creativity when researching new techniques and processes.
- Demonstrated experience in leading and managing business process improvements.
- Effective verbal and written communication skills, organization and analytical abilities.
- Ability to work effectively and cooperatively with all user groups within the Bank and at remote locations when necessary, under stress and deadlines.
- Experience with Microsoft Office SharePoint preferred.
- Ability to work independently and use general office equipment.

We offer a rich compensation package, including competitive wages, comprehensive health benefits, three weeks' vacation, 401K, a business casual environment as well as other benefits. Qualified candidates should direct resume and cover letter to:

Recruiter1, Federal Home Loan Bank of Seattle
1501 Fourth Avenue Suite 1800
Seattle, WA, 98101-1693
Submit resume via: recruiter1@fhlbsea.com

No phone calls, please. The Federal Home Loan Bank values diversity in the workforce and is an equal opportunity employer. Women and Minorities are encouraged to apply.