

POSITION: RECORDS ANALYST

JOB POSTING #: 2013-0244

DEPARTMENT:	Council Services	UNION:	543
POSTING TYPE:	Departmental	JOB CODE:	543412
POSTING STATUS:	Temporary Full-time	POSITION #:	00004168
# OF POSITIONS:	1	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$23.47 to \$27.58 per hour
		HOURS OF WORK:	33.75

DUTIES:

Under the direction of the Information and Records Supervisor, the position is responsible for the following duties: assist in the implementation, daily operation and future expansion of the Corporate Records Management Program by providing consultation services, educating staff about the program through training classes and guidance to employees in all aspects of the Records Management Program; conduct research with respect to the Records Management Program including evaluating and approving suggestions from Departments relating to the City's retention schedule and classification scheme; monitor and provide consulting services for the Livelink electronic filing system for Departments; assist in drafting and revising records policies and procedures;; assist in all phases of Municipal Elections, training election personnel in the use of electronic voting equipment, processing nomination papers, and applications for revisions to the municipal voters' list; assist in the processing of Freedom of Information requests as submitted to the FOI Coordinator under the Municipal Freedom of Information and Protection of Privacy Act; maintain Freedom of Information files; Lifts storage boxes containing records and weighing up to 50 pounds using a ladder as required to reach high shelves. Assists at the Corporate Records Centre with the daily operations, input, retrieval and disposal of corporate records as required; lifting, pulling, pushing of boxes weighing up to 48 lbs., using a rolling ladder and scissor lift as required; input and retrieval of records into Zasio Box Management System; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; Performs other duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over one (1) year experience maintaining office files in a computerized records management system.
- Must be able to lift records storage boxes (up to 48 lbs.) and climb ladders in storage areas.
- Must have working knowledge and experience with Microsoft Word, Outlook and Excel.
- Must have a minimum typing speed of 40 wpm.
- Must have good organizational, planning, inter-personal and communication skills.
- Must have strong research and analytical skills.
- Must have the ability to work independently with a minimum of supervision.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Needs to have familiarity with the City's structure and operations.
- Experience in Livelink electronic filing system would be considered an asset.
- Knowledge of the Municipal Elections Act and previous experience with municipal elections would be considered an asset.
- Membership in ARMA or currently enrolled in the records management certificate program would be a definite asset.
- Will be required to complete a pre-placement strength test in accordance with the requirements of the Physical Demands Analysis.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • From Friday, December 13, 2013 at 9:30 AM to Monday, December 16, 2013 at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current Council Services & Communications & Customer Service and Policy, Gaming & Licensing employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none"> • In person to Sue Fitzsimmons, Information & Records Supervisor, 350 City Hall Square West, #203, or by e-mail to Fitzsis@city.windsor.on.ca. |
| Updated: | <ul style="list-style-type: none"> • By Human Resources on March 1, 2013 |