

The Corporation of the Town of Lakeshore

Job Description

Position: Records Management Student - Drainage Division

Salary: \$14.47/hr (2017 rate)

Work Term: May 1, 2017 - September 3, 2017

Reports to: Drainage Superintendent

Purpose of Position:

Reporting to the Drainage Superintendent, this position will provide assistance to the Drainage Division at the Town of Lakeshore. Projects may include office productivity and document management including file retention and file destruction. This position will also provide assistance and instruction to other municipal staff in the use of the document management system.

Qualifications:

- Student at least 16 years of age as of May 1, 2017 (Due to early start date this position is open only to College or University students who are returning full time to a recognized college or university program in September)
- Resident of Lakeshore
- Interest in office administration and the ability to understand business requirements and processes particularly in a local government setting.
- Well-developed oral and written communication skills
- Strong organizational, interpersonal and time management skills
- Project management skills that include some experience with initiating projects, defining and planning projects and controlling/monitoring project processes.

Knowledge:

- Laser fiche Document Management System
- Microsoft Office (including Word, Excel, PowerPoint and Access)

Physical Skill and Effort

- No special physical skills required.

Major Responsibilities:

- Adhere to and become familiar with the Town's Documents and Records Retention By-Law 21-2006 as well as the Records Destruction Policy PCS-216.
- Activities relating to managing documents particularly in the property file folders and/or drainage files.
- Assist in the training of the document management system with other corporate departments.

- Implement and administer a document retrieval/management system which will require transferring existing paper documents to an electronic database using scanning and laser fiche software.
- Other related duties or tasks as assigned.

Decision Making and Judgement:

- Work is performed under the general direction of the Drainage Superintendent with access to municipal policies, procedures, bylaws and regulations.

Human Resources:

This position is not responsible to supervise any staff.

Financial Management:

This position does not have any financial responsibilities.

Interpersonal Skills:

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

Internal:

- With Drainage Superintendent and Assistant Drainage Superintendent to ensure work responsibilities are met.
- With other staff to ensure provision of timely information and services.

External

- Answer questions from the public, provide information and provide customer service.

Working Conditions:

Environment

- Primarily works indoors in an office environment.

Control over Work Schedule

- Monday through Friday, 8:30 am to 4:30 pm (35 hrs/wk)

Revision Log

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	