



COMPETITION # CORP-01-08

OPEN COMPETITION

RECORDS ANALYST/ARCHIVIST

CORPORATE SERVICES DEPARTMENT OFFICE OF THE CITY CLERK DIVISION

ANNUALLY: \$53,146.25 - \$62,525.00

ONE FULL-TIME VACANCY EXISTS

POSTED: JANUARY 4, 2008

AFFILIATION:	NON-UNION	GROUP:	8
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POSITION SUMMARY: Under the direction of the Corporate Records Manager & City Archivist, assists with the operation of the Corporate Records Management System and the preservation of those records which are deemed to have permanent significance.

MAJOR RESPONSIBILITIES:

1. Assists in the analysis and inventory of both general and confidential records and in the preparation of records retention schedules.
2. Identifies federal and provincial statutes, regulations and legal requirements relating to records collection, creation, retention and accessibility of all record classes/categories.
3. Assists in training City staff on records management issues and participates in the development of procedural/operating manuals for all corporate records.
4. Participates in the study of corporate departments in order to identify problems in information collection, storage, retrieval, use and disposition in co-operation with Information Services and participates in the formulation of corporate requirements related to the development and utilization of new and/or automated records management systems.
5. Assists with the corporate review, planning and implementation of the requirements for the physical storage of records.
6. Participates in the appraisal of records and accessions, arranges and describes permanent records.
7. Facilitates the research use of permanent records by preparing finding aids, undertakes research for City departments and provides assistance to City staff and the general public in obtaining information held by the City Archives.
8. Performs all responsibilities of the Freedom of Information/Records Management Analyst during absences and participates in the maintenance of the Directory of Corporate Records and Personal Information Banks.
9. Performs such other duties as assigned.

QUALIFICATIONS:

Education/Experience:

- Masters degree in archival studies together with at least one (1) year experience in records management/archives ; or
- University degree together with a certificate in records management/archives from a recognized training course combined with at least five (5) years' experience in records management/archives.

Skills/Abilities:

- Excellent communication, organization and analytical skills ;
- Sound knowledge of and practical experience with computers and information technology is essential;
- Must be competent within the meaning of the Occupational Health and Safety Act.

Assets:

- Certified Records Manager (C.R.M.) designation.

POSITION TITLE:
CONDITIONS OF EMPLOYMENT:

RECORDS ANALYST/ARCHIVIST
CONTINUED

CONDITIONS OF EMPLOYMENT:

- The use of a vehicle may be required;
- Must take an Oath of Secrecy;
- Must be able to withstand periods of repetitive bending and lifting of materials weighing up to 40 lbs.

PREPARED BY:	A. ROSS	APPROVED BY:	W. HUBER
EFFECTIVE DATE:	DECEMBER 2, 1997	SUPERSEDES DATE:	APRIL 5, 1994

NOTE: Applications received for this position will not be acknowledged by mail or phone, unless you are being notified of an interview.

As an equal opportunity employer, the City of Thunder Bay encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups and women.

Applicants currently employed by the City of Thunder Bay must complete the **GREEN INTERNAL APPLICATION FORM**. All other applicants must complete the **WHITE EXTERNAL APPLICATION FORM**. Application Forms must reference the competition number and be submitted to Human Resources, 141 May Street, South, Thunder Bay, Ontario P7E 1A9 by 4:30 p.m. on the closing date.

For more information on employment opportunities at the City of Thunder Bay, visit our website @ www.thunderbay.ca/jobs or call our Job Hotline at 625-3458.

CLOSING DATE: MONDAY, JANUARY 21, 2008

