

JOB DESCRIPTION

POSITION:	RECORDS ANALYST		
DEPARTMENT:	Council Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543412
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.10

DUTIES:

Reporting to the Supervisor, Information and Records, this position will be 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 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, using a rolling ladder and scissor lift as required; input and retrieval of records into Zasio Box Management System. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience maintaining office files in a computerized records management system;
- 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 and must provide a driver's abstract as a condition of employment;
- 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 and strong research and analytical skills;
- Needs to have familiarity with the City's structure and operations;
- Experience in the LiveLink electronic filing system will be considered an asset;
- Knowledge of the Municipal Elections Act and previous experience with municipal elections will be considered an asset;
- Membership in ARMA or current enrollment in the Records Management Certificate program would be a definite asset;
- The physical demands analysis associated with this job indicates a medium level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.