
TOWN OF CARLETON PLACE**JOB DESCRIPTION**

JOB TITLE: Administration/Records Management Student

DATE: March 2019

DEPARTMENT: Administration

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DIRECTLY RESPONSIBLE TO: Clerk

INDIRECTLY RESPONSIBLE TO: CAO

MAIN PURPOSE:

To provide administrative/records management work experience to college or university students enrolled in business administration, public administration, political science, communications related field.

KEY RESPONSIBILITIES:

1. Assist with the implementation and maintenance of the Town's records management system.
2. Assist with the assessment and inventory of corporate records.
3. Assist with performing the annual purge of corporate records in accordance with the Town's retention schedule.
4. Transfer records into an Electronic Records Management System.
5. Assist with the creation of policies and training materials for Town staff.

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Clerk &/or Chief Administrative Officer.

EDUCATION/EXPERIENCE/SKILLS TRAINING

1. Currently enrolled in full-time studies in an information management, library science, archives, political science, history or related education program at community college or university; and returning to full-time studies in the following school term.
2. Proficiency and experience with Microsoft Office Suite.
3. Must be detail-orientated and possess strong organizational skills.
4. Ability to work independently and take direction.
5. Ability to work safely and in accordance with the Occupational Health & Safety Act.

6. Interest in municipal government and/or information management is an asset.
7. Possess and maintain a “G” Class Driver’s license, driving record satisfactory to the Town and access to a reliable vehicle.
8. A clear criminal records check.

WORKING RELATIONSHIPS:

Internal: Department Heads, support staff, Members of Council.

External: Government ministries and agencies, public, professional consultants.

SAFETY REQUIREMENTS:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Health and Safety Policy and understand their:

- Right to Participate
- Right to Know
- Right to Refuse Unsafe Work
- Right to Stop Dangerous Work

All employees must follow the Town’s Health and Safety policy and comply with the Occupational Health and Safety Act.

WORKING CONDITIONS: This position is scheduled to work regular full-time hours in an office environment. However, on occasion, some additional work outside of regular office hours may be required to complete special requests or projects. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS: Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; lifting records and boxes weighing approximately 20 kilograms; moderate visual demands involve reading; exposure to background noise.

ENVIRONMENTAL DEMANDS: The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and Council.

SENSORY DEMANDS: The position requires the frequent use of a computer, photocopiers, printers and other like office equipment.

MENTAL DEMANDS: Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

Approved:

Clerk

Administration/Records Management Student