



**THE CORPORATION OF THE TOWN OF GRIMSBY  
REQUIRES AN**

**ADMINISTRATION CLERK/RECORDS COORDINATOR**  
(1 year contract, Feb. 2019 to Feb.2020)

Reporting to the Town Clerk, the Administration Clerk/Records Coordinator is responsible for the Town of Grimsby records management and retention program, provides front desk reception services at the Town Hall building, administration including marriage licenses and election support, and backup support to the Administrative Assistant position.

The successful candidate will possess the following:

- College Diploma in Business Administration or related discipline
- Records and Information Management Certificate, or equivalent combination of education and experience in records management/retention, is an asset
- 2 years of recent related experience in records management and administration
- Front desk reception and municipal experience is an asset
- Knowledge of electronic records and document management systems
- Working knowledge of municipal legislation including the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (FIPPA)
- Knowledge of the Marriage Act
- Excellent computer skills
- Experience with records management software, updating and maintaining websites
- Intermediate skills with MS Office Applications including Word, Excel and Outlook
- Excellent writing skills
- Communication skills
- Record keeping/accuracy
- Customer service
- Analytical/Problem Solving

A detailed position description is available on the Town of Grimsby website, [www.grimsby.ca](http://www.grimsby.ca)

Interested applicants are invited to submit a letter of application and resume outlining their qualifications and experience to the attention of Hazel Soady-Easton, Town Clerk, **no later than 4:30 PM on Friday, January 18, 2019** by email to [hr@grimsby.ca](mailto:hr@grimsby.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the

Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process.

If you require assistance, please contact the Office of Human Resources at (905) 945-9634, ext: 2191.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



## JOB POSTING

Position Title: **Administration Clerk/Records Coordinator**  
Department: Administration  
Reports to: Town Clerk  
Grade: G (\$49,454 - \$58,181)  
Classification: Salaried Group, Temporary (Feb.2019-Feb.2020), Full-Time

## JOB SUMMARY

Reporting to the Town Clerk, the Administration Clerk/Records Coordinator is responsible for the Town of Grimsby records management and retention program, provides front desk reception services at the Town Hall building, administration including marriage licenses and election support, and backup support to the Administrative Assistant position.

## DUTIES AND RESPONSIBILITIES

### 1. Records

- 1.1 Coordinates and administers the corporate Records Management Program (RMP)
- 1.2 Maintains manual and electronic records and document management systems for the Town of Grimsby
- 1.3 Develops, implements and reviews corporate records management procedures, guidelines and practices, including report writing and presenting recommendations for leadership review and approval
- 1.4 Ensures that Records Retention Legislation and By-Laws are followed
- 1.5 Conducts records audits and recommends corrective actions
- 1.6 Supports departments with document management, classification, storage and compliance
- 1.7 Develops training and resource materials and delivers in-house training
- 1.8 Researches legislation and best practices in records management and retention and makes recommendations to improve compliance and internal practices
- 1.9 Collaborates with departments and ITSI to optimize the Town's electronic records systems
- 1.10 Responsible for destruction of records in accordance with retention guidelines and documenting the destruction of records
- 1.11 Receives Freedom of Information requests; screens applications and approves or denies requests upon direction from The Head; arranges for the information to be provided or coordinates the process in case of denied requests

### 2. Front Desk Reception

- 2.1 Act as a regular back up to the Town Hall reception desk during breaks, lunches and absences, answering questions from the public by phone, email and in person; providing information about Town of Grimsby programs, services and by-laws and directing inquiries to the appropriate area, when necessary
- 2.2 Processes payments for marriage licenses, dog licenses and cemetery plots; receives payments by cash, credit, cheque and debit, provides a receipt and updates software to record transactions; balances payments weekly or monthly against records and produces routine and ad-hoc reports
- 2.3 Receives website updates and information from various departments, and updates the Town of Grimsby website; maintains the News and Notices, Calendar and Community Events sections, including writing original content based on information provided by departments
- 2.4 Receives courier deliveries and arranges for courier pickup/distribution

- 2.5 Checks availability and books meeting rooms
- 2.6 As Deputy Registrar, receives funeral home paperwork for death registration and prepares burial permits, reviews and signs off on documents and arranges couriers to the Registrar; maintains internal records of death registrations
- 2.7 Communicates over internal systems regarding building emergencies and evacuations; follows emergency response protocols at the front reception desk including notification of visitors
- 2.8 Takes inventory of office supplies and orders supplies, as needed
- 2.9 Contacts vendors for office equipment (e.g. printer) repairs, as needed
- 2.10 Updates the community screen/monitor providing public information about Town meetings, events and programs

**3. Administrative**

- 3.1 Receives, stamps and distributes mail for the Administration Department of Town Hall
- 3.2 Processes marriage licenses, receives and reviews applications and supporting documents and provides license upon completion; updates applicants on the status of their license; contacts the Registrar's Office to resolve issues or concerns
- 3.3 Maintains marriage license records in the License Registrar Book
- 3.4 Updates health and safety training records in InfoHR for Administrative Staff
- 3.5 During municipal elections, updates voters' list and provides voter information letter to residents; supports election process and day-of activities, as required

**4. Back up Administrative Assistant**

- 4.1 Provides backup to the Administrative Assistant, as needed, with preparations for Council and Committee meetings, minutes and agendas, cemetery administration, commissioning documents and lottery licensing

**5. Other**

- 5.1 Other related duties, as assigned

**PHYSICAL DEMANDS**

Long periods of sitting – 80%  
 Visual concentration – 80%  
 Lifting up to 25lbs (occasional) – less than 20%

**EDUCATION**

Community College Diploma in Business Administration or related discipline  
 Records and Information Management Certificate, or equivalent combination of education and experience in records management/retention, is an asset

**EXPERIENCE**

2 years of recent related experience in records management and administration; front desk reception and municipal experience is an asset

**SKILLS**

Knowledge of electronic records and document management systems  
 Working knowledge of municipal legislation including the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (FIPPA)  
 Knowledge of the Marriage Act  
 Excellent computer skills; experience with records management software, updating and maintaining websites  
 Intermediate skills with MS Office Applications including Word, Excel and Outlook  
 Excellent writing skills

Communication skills  
Record keeping/accuracy  
Customer service  
Analytical/Problem Solving  
Regular Attendance and Punctuality

<b>OTHER</b>
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Hours of Work:	Monday to Friday, 8:30 a.m. to 4:30 p.m.
Overtime:	Infrequent; may be required during peak periods (e.g. elections)
Vacation Restrictions:	None
Job-Specific Requirements:	None