



# EXTERNAL SUMMER JOB POSTING

<b>Dept.:</b>	<b>Legislative Services</b>	<b>File No.:</b>	<b>2790-20-Records Management Student</b>
<b>Position:</b>	<b>Records Management &amp; Archiving Student (Summer Contract)</b>	<b>Pay Rate:</b>	<b>1<sup>st</sup> Year Post-Secondary Education \$15.00 2<sup>nd</sup> Year Post-Secondary Education \$17.00 3<sup>rd</sup> Year Post-Secondary Education \$19.00</b>
<b>Posting Date:</b>	<b>Thursday, March 21<sup>st</sup>, 2019</b>	<b>Housing:</b>	<b>Affordable dorm-style room available</b>
<b>Term:</b>	<b>Temporary (Approx. May through Early September)</b>	<b>Closing Date:</b>	<b>Friday, April 12<sup>th</sup>, 2019</b>
<b>Hours:</b>	<b>7 hrs a day/35 hrs per week</b>		

## Nature and Scope of Work

The position is responsible for managing active and inactive paper and electronic documents that are of important municipal, cultural, and historical significance. The student will work closely with the Records Management Coordinator and other stakeholders to complete the necessary digitization and storage required to preserve the Town's recorded information.

## Primary Responsibilities

- Digitize and index electronic documents from paper documents
- Classify and maintain existing and new documents according to the Town's Records and Information Management Program
- Store documents in accordance with the Town of Golden Records Retention Schedule
- Preserve the integrity of documents/files
- Retrieve, track, and prepare records for eventual destruction (if necessary)
- Perform record searches when requested
- Proactively ensure an environment of mutual respect and professionalism toward fellow employees and in accordance with relevant corporate policy.

## Secondary Responsibilities

- Perform additional duties as required by the *Manager of Legislative Services*.

## Supervision

The position reports to and is supervised by the *Manager of Legislative Services*.

## Minimal Qualifications

### *Education and Experience*

- Working towards obtaining a diploma/degree in Records and Information Management, or Archival Studies/Library and Information Studies degree is preferred. Public/Business Administration may be considered with relevant experience.

### *Specific Skills*

- Excellent organizational skills including the ability to balance competing priorities and assignment of workloads
- Ability to analyze and synthesize sizable amounts of detailed data
- Detail-oriented with an ability to function and process information with high levels of accuracy
- Self-driven, independent thinker who is highly motivated and possesses an intrinsic passion for quality
- Ability to work well under pressure
- Professional manner, tact, diplomacy, and discretion in dealing with associates and colleagues including senior management
- Ability to work in a manner that is compliant with confidentiality requirements.

## Preferred Qualifications, Education, and Desirable Skills

- Advanced skills in Microsoft Office, databases and records management software.
- Must be capable of reaching and lifting heavy boxes weighing as much as 50 pounds
- The successful candidate will be asked to provide a Driver's Abstract and Criminal Record Check.

**Applications may be delivered by post, fax, hand, or electronically, and will be received until 4:00 pm (Mountain Time) Friday, April 12<sup>th</sup>, 2019 to:**

Viv Thoss, Manager of Legislative Services  
Town Hall - 810 9<sup>th</sup> Avenue South,  
P.O. Box 350, Golden, BC V0A 1H0,  
Fax: (250) 344-6577, E-mail: viv.thoss@golden.ca  
*Candidates with lesser qualifications may be considered.*  
*Only those applicants selected for an interview will be contacted.*