



Internal / External Job Posting
Records Assistant- Part Time Contract
Competition #2025-14

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. The Records Assistant is responsible for assisting the Legislative Services Department with the implementation of the Electronic Document and Records Management System project. This position will assist in filing, sorting and destroying records while adhering to the Town's records retentions by-law and TOMRMS best practices. They will coordinate and schedule departmental meetings and act as a staff records resource and liaison throughout the project. The Records Assistant will report to the Director of Legislative Services/Municipal Clerk and work closely with the Town's Records Coordinator.

Duties include but are not limited to:

- Provide assistance to all municipal departments in the application and implementation of records management policies, procedures and techniques
- Ensure compliance with legislative requirements, the Ontario Municipal Records Management System (TOMRMS) records classification and retention schedule system for the lifecycle of all paper and electronic records
- Assist with the implementation of the Electronic Document and Records Management System project
 - Assist, support and act as a liaison between the Legislative Services department and the project Consulting firm
 - Assist, support and act as a liaison between municipal department staff and the project Consulting firm
 - Assist with the assessment and inventory of corporate records
 - Plan and schedule meetings between municipal department staff and the project Consulting firm
 - Act as a resource for municipal staff and provide recommendations on the classification of records
 - Assist with drafting of policies and procedures related to the Electronic Document and Records Management System project
 - Data entry of records into municipal electronic document and records management system
- Perform other related duties as directed by the Director of Legislative Services/Municipal Clerk or designate.

Required Qualifications:

- Currently enrolled in or completion of post-secondary education in records and information management, Municipal or Business administration or related field considered an asset
- Ability to maintain confidentiality related to sensitive information
- Knowledge of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) considered an asset
- Advanced computer skills in data entry, word processing and other pertinent information such as: MS Office Word, Excel, PowerPoint, MS Outlook
- Knowledge of the Ontario Municipal Records Management System (TOMRMS)
- Municipal Experience considered an asset

Knowledge, Skill and Abilities:

- Must be highly motivated to work both independently and in a team environment
- Must be a proficient researcher
- Must have strong verbal and written communication skills

- Must be able to work with minimal supervision
- Must be courteous and tactful in dealing with staff and the public

Compensation: The current pay for this position is \$ 19.71 - \$20.31 per hour, based on a varying 2-3 day workweek.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on February 27th, 2025** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.