



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Records Technician/Administrator	
Position Number	Community	Division/Region
33-3471	Yellowknife	North Slave

## **PURPOSE OF THE POSITION**

This position is responsible for managing the Department's North Slave Regional Office information assets in compliance with Government of the Northwest Territories (GNWT) Policies and Procedures. The position assists and supports the region in creating, reviewing and scheduling active and semi-active records according to the GNWT standard records classification system and in preparing the records for storage and/or disposition. The position liaises with the departmental Records Coordinator, GNWT Records Management and may be called upon to assist the departmental Access to Information and Protection of Privacy (ATIPP) Coordinator to locate records. This position is responsible for delivering quality administrative support to the Regional Superintendent and Managers of the North Slave Region as well as support to ensure accuracy and consistency with contracting.

## **SCOPE**

Located in Yellowknife and reporting to the Manager of Finance & Administration, this position is responsible for implementing the North Slave Region's records management system that is consistent with the GNWT wide and departmental specific Administrative and Operational Records Classification Systems (ARCS and ORCS).

This position assists all North Slave staff in creating and entering active records into the Digital Integrated Information Management System (DIIMS), preparing records for storage, and identifying those that are ready for destruction in accordance with the retention and disposition schedules. This position also provides assistance in responding to Access to Information and Protection of Privacy requests.

In addition this position is responsible for delivering quality administration and contract support for the North Slave Regional Office.

## **RESPONSIBILITIES**

### **1. Provide day to day creation and management of physical records as the Department's North Slave Region Classifier.**

- Maintains the DIIMS database for the regions records.
- Assigns new project numbers in DIIMS.
- Open new paper files.
- Files all North Slave Regional Office records, both Administrative and Operational.
- Closes electronic and paper files.
- Searches for and retrieves records on behalf of other employees.
- Ensures records are returned to storage.
- Prepares physical records for transfer to the GNWT's records centre.
- Works with the Departmental Records Coordinator to manage the creation, use, retention and disposition of records.

### **2. Prepares Department's North Slave Region's active records for storage and/or disposition.**

- Reviews the Department's North Slave Region's active records against approval records schedules.
- Ensures that records for storage are identified and boxed according to future disposition dates.
- Ensures accurate box transfer forms are prepared.
- Ensures that records ready for disposition are boxed, their contents listed and that the correct disposition authorities are indicated.

### **3. Assist the Region to review and schedule their semi-active and long-term records storage according to the Department's Administrative/Operational Records Classification System.**

- Reviews all records transfer forms.
- Identifies records that are ready for distribution or transfer to the GNWT Archives.
- Recommends disposition/transfer to the Regional Superintendent and the Departmental Records Coordinator.
- Keep North Slave Regional Office Staff updated on the current status of box transfers that are stored at the warehouse and those box transfers that have been destroyed.

### **4. Participates in ATIPP requests for information.**

- Assists the Records and ATIPP Coordinator in responding to and tracking ATIPP requests for information.

### **5. Contract support services.**

- Reviews the completeness and accuracy of tender packages prior to tendering by Procurement Shared Services, including verifying proper signatures are attached.

- Assists with the preparation of documents which can include photocopying and binding of tenders and/or contracts.
- Delivers tender packages to Procurement Shared Services (PSS) and picks up the tender files upon completion of the tendering process.
- Distributes/emails all contract documents including addendums.
- Maintains insurance files for all contractors to ensure current insurance is in place prior to payment. Responsible for updating, distributing and ensuring correctness of electronic log and distributing to Finance & Admin staff.
- Liaises with the Project/Maintenance staff to ensure contractors are in good standing with the Worker's Safety and Compensation Commission (WSSC).

## **6. Day to day administrative support services.**

- Prepares and coordinates correspondence for the Regional Superintendent and the Managers of the North Slave Region.
- Proofreads correspondence prepared by the regional staff, applies initiative and judgment in the use of format and ensure grammar, spelling and structure are acceptable.
- Ensures appropriate handling and recording of incoming and outgoing mail and cheques in accordance with the Financial Administration Manual (FAM).
- Answers the North Slave Office main switchboard phone, answers basic questions, redirects calls as required or ensures that accurate messages are taken and passed on to the appropriate individuals in a timely manner.
- Manages the Key Control System, provides keys to contractors and follows up to ensure keys to government assets are returned in a timely manner.
- Maintains leave and attendance records for the region.
- Assists with the preparation of manuals, and presentation materials.
- Coordinates the removal of surplus equipment and furniture to the Government Warehouse.
- Cross train in order to act as backup for Finance & Administration Clerk during staffing shortfalls or holidays.

## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment, with the occasional need to lift boxes weighing approximately 15lbs.

### **Environmental Conditions**

Normal office environment,

### **Sensory Demands**

Visual and auditory senses are used the most to perform the duties in this position. Accuracy is imperative for this position particularly in drafting and proofreading documents.

## **Mental Demands**

Competing demands around deadlines can lead to mental stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of records management theory and practice as well as knowledge of principles and techniques of retention and disposition scheduling.
- Skill and ability using electronic records management software and document management systems.
- Analytical skills and a high level of proficiency in complex computerized applications, MS Word, Excel or similar database management, word processing and spreadsheet software.
- Oral and written communication skills and the ability to proofread documents and detect errors or omissions is a must.
- Ability to schedule and complete combinations of tasks with conflicting priorities and deadlines and the ability to work effectively in a team environment where critical and tight timelines dictate cooperation, coordination and sharing of tasks among all members of the team.

## **Typically, the above qualifications would be attained by:**

Completion of a two-year diploma specializing in records management, or an acceptable combination of post-secondary education and experience directly related to records, information management and office administration.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applies)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

### **Aboriginal language: Choose a language**

- ☐ Required
- ☐ Preferred