



NOTICE OF VACANCY

The Corporation of the Town of Bracebridge
Corporate Services Department
**ASSISTANT TO MUNICIPAL CLERK / RECORDS
COORDINATOR**

Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking well-qualified, dedicated, enthusiastic and customer service focused applicants for the position of:

ASSISTANT TO MUNICIPAL CLERK / RECORDS COORDINATOR

Reporting to the Director of Corporate Services/Clerk the Assistant to Municipal Clerk/Records Coordinator is responsible for assisting in the implementation, maintenance and training of the corporate document management system using TOMRMS (The Ontario Municipal Records Management System) classification system; performing Freedom of Information functions and duties under MFIPPA (Municipal Freedom of Information and Protection of Privacy Act); and providing administrative, secretarial and reception support for the Corporate Services Department.

Applicants require one year post-secondary education in records management, public administration, office administration or equivalent, and a minimum of two years' progressive related experience in a municipal office setting.

The successful candidate will have excellent interpersonal, administrative, organizational, analytical, problem-solving, communication, report-writing, research, and time management skills; excellent computer skills utilizing Microsoft Office; and knowledge and experience with the TOMRMS classification system. Knowledge of electronic document management systems is an asset.

The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business, and provide an acceptable current driver's abstract and an acceptable current criminal reference check.

This full time position has a salary range of \$50,374 to \$58,929 and offers a comprehensive benefit package.

Please submit your application, including covering letter and resume, quoting File 2014-E-31, by November 21, 2014 to:

The Town of Bracebridge
Attention: Human Resources
1000 Taylor Court, Bracebridge, ON P1L 1R6
File Reference: 2014-E-31
E-Mail: humanresources@bracebridge.ca

We thank all who apply, however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act 2001, c.25 and will be used to determine employment eligibility. Questions regarding collection should be directed to the Corporate Services Department at (705) 645-5264. The Town of Bracebridge is an Equal Opportunity Employer.