



Date: March 31, 2014

## ARCHIVING / DATA ASSISTANT (Student Position)

### 1. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** Director of Corporate Services

**Coordinates with:** Management and other District Staff

### 2. KEY RESPONSIBILITIES

Under the direction of the Director of Corporate Services, an employee in this position will be responsible for assisting the Corporate Services department with an emphasis on archiving data and will provide support to the District's mapping system and website.

- **General Duties:**

- Digitizes documents and plans;
- Converts files into an Optical Character Recognition (OCR) and optimized PDF format;
- Classifies and labels plans according to an established file naming convention;
- Arranges and maintains files in the internal digital archiving system;
- Completes regular website maintenance duties such as updating the News and Events webpage;
- Records or updates cadastral data for the Geographic Information System; and
- Performs other related duties as may be required.

### 3. REQUIRED QUALIFICATIONS

- Good knowledge of modern office practices
- Demonstrate a professional appearance
- Ability to deal tactfully with internal and external customers
- Establish and maintain effective working relationships with coworkers
- Good verbal and written knowledge of business English
- Ability to work independently
- Demonstrate attention to details

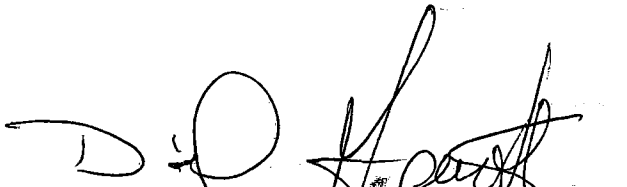
- Strong knowledge of computer software including Adobe Acrobat, MS Office, MS Access and Windows Operating System
- Knowledge in Dreamweaver, SharePoint, AutoCAD and ArcGIS are an asset

#### 4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of at least one year of post-secondary training in the field of Archival Studies, Geography or an equivalent combination of education or experience
- Must have demonstrated computer experience with this position
- Valid Class 5 BC Driver's License
- Criminal Record Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

#### 5. WORKING CONDITIONS

- As per the Collective Agreement, and Policies and Procedures of the District of Kent.

  
Daniel Gaudet, Unit Chair, CUPE Local 458

Date: April 01/2014

  
Wallace Mah, Chief Administrative Officer

Date: Apr. 1 / 2014