

Document Control Administrator

1. Overall Purpose

Under the general supervision of the Assistant Director, the Document Control Clerk performs document control related to all document management.

2. Specific Accountabilities

- Coordinates all activities of document control, including all distribution of incoming and outgoing documentation related to tracking and reporting documents.
- Responsible to accurately maintain project documents such as number, title and revision of day to day correspondence and all faxes.
- Responsible for uploading and filing of all documents to central file and web warehouse in a timely manner per policies and protocols in place.
- Responsible for the input of day to day correspondence into Primavera Contract Manager Log.
- Coordinate and attend all meetings relating to document control.
- Ensure staff are updated on all processes, policies and procedures related to document control.
- Assist staff in retrieving and copying reports and other documents, printed and electronic, from the Agency's central file and web warehouse.
- Monitor and track the location and custody of all documents and reports, printed and electronic.
- Ensure auditability, traceability and discoverability for all project related documentation.
- Implement document control procedures.
- Assist with document control procedure development, where required.
- Assist in stream lining the flow of documents for all project related info.
- Champion Web Warehouse as the resource for all document control and management of all project related documentation.
- Create lists, libraries, views, etc., within Web Warehouse to manage documents
- Calibrate document control with external sources where required; such as, Consultants, Independent Engineer and Public Works.
- Forecast project needs with regard to document storage and closeout.
- Coordinate the preparation of a document control monthly report.

Perform other related tasks as assigned by the Assistant Director of Support Services.

3. Reporting Relationship

This Job has a reporting relationship to the Assistant Director

4. Skills required for Document Control

- **Judgment and Initiative:** This position requires a high degree of individual initiative, self reliance, resourcefulness, and motivation.
- **Communication Skills:** The Document Control Clerk must have effective oral and written communication skills and must be able to establish and maintain working relationships with the general public, co-workers, elected and appointed officials, and other government agencies.
- **Time Management:** The Document Control Clerk must be able to effectively manage, prioritize, and work effectively under pressure during peak demand times of this project.

5. Other

Other important information that will help applicants understand this position:

The Sydney Tar Ponds Agency is a special operating agency established in 2004 to oversee the implementation of the 10-year, \$400-million cleanup of the Sydney Tar Ponds and Coke Ovens sites. The Agency is responsible for all aspects of the cleanup, including project design, project management, procurement of goods and services, environmental assessment, occupational health and safety, community relations, and communications. The Agency has two operating divisions: Support Services and Engineering. Each of the two operating divisions has a Director who reports to the Agency's President.

6. Education, Experience, and Core Skill Requirements

- Grade 12 plus successful completion of a one year secretarial course and five (5) years related experience or an equivalent combination of training and experience in document management
- Excellent computer and word processing skills.
- Requires keen attention to detail at all times.
- Strong communication and presentation skills, both oral and written.
- Works under minimal supervision.
- Degree or Diploma in Records Management or Library Services would be an asset.