

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT (CITY CLERKS DIVISION)

DOCUMENT IMAGING CO-ORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Legislative Services & Records, administer the micrographic needs of all user departments, by establishing maintenance and standards manuals for end-users and assisting them in all areas of microforms and image techniques.

GENERAL DUTIES

Administer all aspects of micrographic needs for user departments.

Create and maintain manuals, standards of microforms and equipment maintenance.

Log and maintain monthly billing statistics.

Perform trouble shooting duties for all user departments and assist in areas of microforms and image techniques.

Instruct users in the control and maintenance of their equipment and the proper storage and use of microforms.

Participate in establishing budget expenses relating to microfilm and equipment upgrades.

Devise strategies and methods to meet user requirements.

Develop applications for new user groups or upgrades of equipment.

Monitor shelf life of supplies and ensure utilization prior to expiry date. Allocate supplies to meet the needs of user departments.

Interact with sales representatives on corporate needs.

Perform daily maintenance on equipment to prevent down-time.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Ontario Secondary School Diploma plus one year education in a specialized field in courses related to micrographics, records and administration.
2. Previous experience in microfilm and image techniques.
3. Experience in a computerized environment. Knowledge of Word, Excel and Microsoft Outlook.
4. Ability to assist user departments by performing troubleshooting duties and instructing in the control and maintenance of equipment.
5. Ability to communicate effectively, both orally and in writing.