



Job Posting: Records and Administrative Assistant

Location: Town of Parry Sound Municipal Office - 52 Seguin Street, Parry Sound, ON

Date: August 2026

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join our team in the Administration Department to assist us with our records management and administrative tasks.

Responsibilities:

Records Management

1. Supports the Clerk in coordinating the migration of records across electronic systems, ensuring proper document naming conventions, retention codes and year-end retention and destruction processes are applied in accordance with TOMRMS.
2. Assists the Clerk in the development, maintenance, and continuous improvement of records management policies, procedures, guidelines, and communication materials.
3. Assists the Clerk in providing guidance and training to municipal departments on established records management practices, identifying gaps and recommending improvements to ensure consistent compliance.
4. Maintains and coordinates the ongoing management of paper and electronic records in accordance with the Town's records retention schedules and information management practices.
5. Coordinates the confidential destruction of records in accordance with approved retention schedules and applicable legislation.

Vital Statistics

1. As Deputy Division Registrar, prepares burial permits, registers all deaths and stillbirths in the Parry Sound area, in compliance with the Vital Statistics Act.
2. Issues marriage licenses in compliance with the Vital Statistics Act.
3. Maintains adequate inventory of all necessary forms and supplies required for the registration of deaths and issuance of marriage licenses.



4. Develops and maintains process and liaises with local funeral homes, care facilities, O.P.P., local coroners and the Office of the Chief Coroner in the matter of unclaimed deceased individuals within municipal borders.

Administration

1. Serves as Administrative Assistant to the Administrative Department which includes the CAO, Clerk, HR Manager and Economic Development Officer.
2. Prepares, formats, and circulates correspondence, agendas, reports, and minutes for a variety of municipal committees, including the Accessibility Advisory Committee and the Waterfront Advisory Committee.
3. In consultation with the Clerk, updates the Town's administrative web page as required.
4. Arranges meetings, schedules interviews, and co-ordinates under direction of designated personnel, the logistics, technical needs, set up, and catering as required for special events such as staff appreciation day, all-staff meetings, annual Mayor's Levee, Friendship Picnic.
5. Makes travel and meeting arrangements for administrative department staff and Council members.
6. Prepares certificates & congratulatory correspondence on behalf of the Mayor.
7. Codes expenses for administrative department staff.
8. Issues lottery licenses, and business licenses including fireworks vendors, refreshment vehicles/stands and businesses operated on a temporary basis (Day Sales, Craft Show, Trade Show, Antique/Collectible Show, Event Sales, Seasonal Sales).
9. Assists the Clerk with municipal election planning, administration, and logistics.
10. Provides backup support to other administrative assistants as required and approved by the Clerk.
11. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Clerk, which may be amended from time to time.



Education, Knowledge and Skills:

1. Post-secondary diploma or degree in Records and Information Management (RIM), such as Certification in Records Management (CRM) or Electronic Records Management (ERM), Office Administration or a related field.
2. Demonstrated knowledge of and experience with The Ontario Municipal Records Management System (TOMRMS) and municipal records management practices.
3. Working knowledge of the legislative framework governing municipal administration in Ontario, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the Vital Statistics Act.
4. Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), web-based applications, and electronic document management systems
5. Experience supporting committees and elected officials in a municipal or public sector environment.
6. Strong organizational skills with the ability to manage competing priorities and meet deadlines with minimal supervision.
7. Excellent written and verbal communication skills, with the ability to prepare clear, professional correspondence.
8. Collaborative team player with a positive, service-oriented approach to both internal staff and the public.
9. Good interpersonal skills, including an appreciation of the need for confidentiality, tact and discretion.

Experience:

1. Experience with TOMRMS and the records management field with demonstrated knowledge of electronic records and information management processes in a local government environment.
2. Experience in an office environment using MS Office, the internet, and web-based applications.

**Compensation:**

This is a unionized permanent full-time position, 35-hour work week with a 2026 rate of \$28.97/hour. Upon successful completion of a five (5) month probation period the job rate will increase to \$31.85/hour. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Application Process:

Interested candidates may submit a cover letter and resume under the subject line, "Your Name) - Records and Administrative Assistant to: Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca. This position will be posted until filled.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy: Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.