



Archivist/Records Coordinator, Regular Full-Time Competition No. 18-20

Internal/External Opportunity
This is a Union Position

Located adjacent to downtown Victoria, Esquimalt is a residential community (population 17,000) with extensive amenities including beautiful parks and beaches, scenic waterfront walkways as well as modern recreational facilities, schools and commercial services.

The Corporate Services Department is seeking a motivated individual to fill a regular full-time Archivist/Records Coordinator position. Reporting to the Director of Corporate Services, the Archivist/Records Coordinator is responsible for coordinating the collection, storage and preservation of historical and archival records relating to the Municipality and for coordinating the ongoing administration, implementation and maintenance of the Township's records management system.

The ideal candidate will have a diploma in records management, archival, or library studies with a minimum of 3 years directly related experience, including responsibility for records management and archives (preferably with municipal or other government) plus experience working in an archives, library, or museum. Other qualifications include:

- Knowledge of archival principles and practice according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD) and the ability to train and supervise Archive volunteers.
- Sound knowledge of the principles, practices and legislative requirements of records management and knowledge of the Local Government Management Association (LGMA) Records Management System.
- Experience with implementing and maintaining a records management program (both paper and electronic)
- Ability to provide guidance and training to staff in records management policy and procedures, including the development of staff training materials

Prior to applying, please review the attached job description which provides a detailed outline of key duties and required qualifications, skills, and abilities.

*Salary: \$30.59 – \$33.02 hourly (2016 rates) plus benefits
Hours per week: 35*

Please submit your resume and covering letter quoting competition No. 18 – 20 by **4:00 p.m.** on June 29, 2018 to: hr@esquimalt.ca.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Date posted: June 4, 2018

1229 Esquimalt Road
Esquimalt BC V9A 3P1
t. 250-414-7101
f. 250-414-7111
www.esquimalt.ca

ESQUIMALT POSITION DESCRIPTION**EFFECTIVE DATE: JANUARY, 1986**

Pos. No: 471

Amended: April 2018

Position Title:	Archivist/Records Coordinator
Department/Division/Section:	Corporate Services

POSITION FUNCTION

Reporting to the Director of Corporate Services, the Archivist/Records Coordinator is responsible for coordinating the collection, storage and preservation of a wide variety of historical records and archival materials relating to the Municipality for display and research and for coordinating the ongoing administration, implementation and maintenance of the Township's records management system.

KEY DUTIESMunicipal Archives

Manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards.

Collects archival material from Municipal offices and through donations; assesses importance of material to historical record of the Municipality; sorts and catalogues material on computer and in accession ledger; determines conservation and storage methods; maintains clipping files and photograph collection; updates heritage inventory of buildings in the Municipality; photographs houses, businesses and events.

Interviews donors to obtain information regarding materials; interprets collection using PowerPoint presentations for school and community groups; designs, fabricates and sets up displays; rotates displays in library and display cases; coordinates and participates in Heritage Month programs; exchanges information with archival museums and associations.

Assists in the recruitment, training and supervision of volunteers for the Municipal Archives; coordinates, assigns and reviews the work of staff and volunteers; ensures schedules, procedures and established performance and safety standards are met.

Prepares and oversees the annual Archives budget.

Prepares applications for grants.

Makes recommendations on heritage issues such as policy, architecture and plaques.

Performs research to support the Municipal collection; assists archival researchers; writes newspaper articles; sells reproductions and photocopies of items.

Provides research advice and assistance to archives clients requesting information on the history of the Municipality; determines sources to be used; provides controlled access to archival materials.

Recommends, develops and implements archival policies and procedures.

Digitizes archival collections and makes them available online.

Creates and maintains indexes, reference files and finding aids.

Works with the Communications Specialist to ensure the Archives' website and social media are maintained and updated.

Represents the Archives on municipal advisory committees and boards where required.

Maintains petty cash fund; purchases supplies; maintains office files.

Performs related duties where qualified.

Corporate Records Management

Coordinates the successful implementation of the Township's records management program by providing guidance, advice and training to the administrative support staff in each department that are responsible for records management.

Provides advice and recommends changes to the classification system; reviews records and determines appropriate retention according to legal, fiscal, historical, operational standards; identifies and resolves classification errors and provides training to new users.

Works with stakeholders to ensure the records management program works collaboratively with department needs and corporate objectives. Identifies when technological, business or organizational changes will have an impact on the records management program.

Empowers others through leadership, communication and training to maximize understanding and support of the records management program. This includes developing training materials, and assisting in organization-wide training sessions on records management related topics.

Assists with the development of policies and procedures for effective records management practices.

INDEPENDENCE

Archival work is generated by donations and research requests.

Records management work is generated by departmental needs and is assigned by supervisor.

Work is reviewed through discussion with supervisor.

Issues such as major expenditures are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Move files, documents, materials, and retrieve records (frequent).

Sit with arms unsupported while keyboarding (frequent).

Repetitive motions while performing low speed data entry (occasional).

Mental Effort:

Short periods of intense concentration while conducting research and writing reports and proposals (frequent).

Short periods of intense concentration while dealing with telephone counter and staff/public requests (frequent).

Visual/Auditory Effort:

Focus on printed material, source data, and computer monitor for short periods (often). Short periods of listening with intense concentration to questions at the front counter and on telephone (frequent).

Work Environment:

Office.

KEY SKILLS AND ABILITIES

Sound knowledge of the principles, practices and legislative requirements of records management and knowledge of the Local Government Management Association (LGMA) Records Management System.

Working knowledge of archival principles and practices according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD).

Sound knowledge of research methods and resources.

Sound knowledge of the legislative requirements relating to the retention of records in local government (e.g. *Community Charter*, the *Local Government Act*).

Working knowledge of the *Freedom of Information and Protection of Privacy Act*.

Sound knowledge of the care and handling of textual, cartographic, audiovisual and machine-readable records.

Knowledge of the principles and techniques involved with records life-cycle management.

Effective presentation skills.

Ability to organize and prioritize project requirements.

Ability to establish and maintain effective working relationships with staff; to deal effectively and tactfully with the public; to provide clear verbal and written answers to complex reference enquiries; and to provide accurate information concerning departmental rules and regulations.

Proficient computer skills in operating a networked computer and various software programs (e.g. MS Office suite, Adobe suite, etc.), records management software program (e.g. TabFusion) and website content management systems.

Experience operating various other office equipment including specialized digitization equipment such as a photograph and negative scanner, digital video camera, digital camera, and digital voice recorder.

Ability to plan and prepare a budget.

Ability to work independently.

Ability to analyze, appraise, classify, describe, arrange and catalogue archival material.

Organize and prioritize the work of a unit.

QUALIFICATIONS:**Formal Education, Training, and Occupational/Professional Certification**

Completion of a recognized diploma program in records management, archival or library studies.

Experience:

Minimum of 3 years directly related experience in an office environment with responsibility for records management and archives, preferably with municipal or other government, and experience in an archives, library, or museum; or an equivalent combination of related education and experience.

OTHER

No special licences or certifications required.

Length of time to become familiar with job duties and responsibilities: 6 months.

Approved: 2018-04-09