

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of January 24, 2023 and must be received by 4:45 PM on **Thursday, February 2, 2023** quoting:

Competition No: 2023-042

This is technical work involving responsibility for appraising and describing records according to established archival standards. An incumbent of this class prepares a multi-level descriptive inventory of assigned records and related indices using database software and physically prepares documents for archival storage. Considerable independence of judgement and action is exercised in the application of established archival standards and procedures while complex technical problems are referred to a supervisor who reviews work performance in terms of conformance to established procedures and practices. An incumbent describes records at the fonds, series and file level; removes staples, paperclips, glue residue and file folders in preparation of materials for storage; labels and stores records according to archival standards; appraises documents according to established retention schedules; identifies items to be purged; provides assistance to patrons and municipal staff in searching archives for specified documents and information. Performs related work as required.

Qualifications include completion of post-secondary archival training plus sound related experience; or an equivalent combination of training and experience. Considerable knowledge of the Rules for Archival Description and archival storage practices. Ability to appraise and describe archival records; prepare and maintain a variety of indices and files; search archival records for specified documents and information; use software applications related to the work performed (e.g. Archivematica, D/B Textworks or other related softwares). A valid Driver's License for the Province of British Columbia would be considered an asset.

SALARY: \$4,346 – 4,520 – 4,709 – 4,905 – 5,107/month (Pay Grade 17) (2021 Rates)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly; Monday to Friday from 8:00 AM - 4:45 PM (Nine-Day Fortnight)
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

All external applicants are required to be fully vaccinated for COVID-19 as a condition of hire. External applicants who are not able to obtain a COVID-19 vaccine for a reason related to a personal characteristic protected by the BC Human Rights Code can request an accommodation at any time during the recruitment process. City of Burnaby employees can refer to our COVID-19 Vaccination Policy for City staff.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

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

Reference: 50006614

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
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