



Where ideas work

**Ministry of Citizens' Services  
Victoria**

**Archivist  
\$66,557.72 - \$75,884.38 annually**

Citizens' Services performs a dynamic role in government to support businesses, citizens, government ministries and broader public sector organizations.

The Archivist develops integrated records classification and scheduling systems for client ministries; appraises the information holdings of these ministries to determine which records will ultimately be destroyed and which will be selectively or fully retained as archives; reviews and selects specific sets of records for transfer to the government archives; and contributes to the ingest, preservation and public accessibility of information in government's digital archives.

This is your opportunity to live in one of the most beautiful regions in British Columbia and work for the BC Public Service. We offer a healthy work/life balance, excellent benefits and [much more.](#)

The BC Public Service is committed to creating a [diverse workplace](#) to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

For information about the Indigenous Applicant Advisory Service please visit: [Indigenous Applicant Advisory Service - Province of British Columbia \(gov.bc.ca\)](#).

**Qualifications for this role include:**

- Master's degree in Archival Studies or a related degree or an equivalent combination of related education/training and experience may be considered.
- Experience working with and providing advice to staff and clients.

**For more information, and to apply online by September 25, 2022, please go to:**  
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/91516>