



Archives Supervisor

Competition Number:	23333
Category:	Protective Services
Job Title:	Archives Supervisor
Department:	Records and Information Services - Legislative & Protective Services Department
Position Type:	Permanent Part Time (CUPE Local 2011)
Salary:	\$50.49/hr and an excellent benefits package
Posted Date:	October 17, 2023
Closing Date:	November 8, 2023
Last Modified:	October 17, 2023, 10:02 am
Status:	Open
Description:	<p>The District of Saanich is the largest municipality on beautiful Vancouver Island, blending urban and rural environment and home to approximately 124,000 citizens. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts the best talent to provide excellent services to our community while enabling our people to perform at their best and grow their skills. Our competitive wages, excellent benefits package, municipal pension plan, various flexible work arrangements, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.</p> <p>There is an exciting permanent part-time opportunity available on our Records and Information Services team in the Legislative & Protective Services Department. The Archives Supervisor undertakes</p>

	<p>professional archival work in the management and operation of the Municipal Archives, and plans and directs the work of the Section.</p> <p>Working out of the Saanich Archives (next to G.R. Pearkes Recreation Centre), the Archives Supervisor manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards, and coordinates community engagement programs and services.</p> <p>Requirements include: a Bachelor of Arts degree in a related field, supplemented by additional formalized training and education in archival studies; over five years related experience including significant experience in an archives and progressive supervisory responsibility and experience; possession of a valid BC driver's license and a personal vehicle available for work related use as and when required. An equivalent combination of education and experience may be considered.</p> <p>Although we thank all applicants, only those under consideration will be contacted.</p> <p>The successful candidate will work 25 hours per week (Monday to Friday 9:30 – 2:30)</p>
<p>Important Information:</p>	<p>As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.</p>
<p>Documents:</p>	<p>Job Description for Archives Supervisor [PDF - 36 KB]</p>

Apply Online

Contact Us

Human Resources

Phone: 250-475-5494 ext. 3528

Email: careers@saanich.ca
