

Job Information

Job title	Archives Supervisor	Job Code: ARCHSU	Pay Grade: R
Title of immediate supervisor	Manager of Legislative Services		
Department/Division	Legislative Services		
Prepared by	N. Pallan		
Date Created	Mar 5, 2015	Revised date	Jan 21, 2016
Dept Head Signature		Date	

Job Purpose

Undertakes professional archival work in the management and operation of the Municipal Archives. Plans and directs the work of the Section and carries out the required tasks within the archives program.

Duties and Responsibilities

- Plans, organizes, implements and controls the day-to-day operations of the archives and archives facility, providing direction to ensure the efficient use of available resources and the effective operation of the facility.
- Negotiates for and acquires archival material through donation, purchase, or transfer.
- Manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards.
- Oversees the recruitment, selection, training, supervision, performance and evaluation of all staff and community volunteers.
- Recommends, develops and implements archival policies and procedures.
- Coordinates the provision of historical information to Council, staff, and the public.
- Coordinates the development of programs and services that promote community awareness of and access to the archives and the archival collection.
- Assists the Corporate Officer in the maintenance and safekeeping of various business records of the Council, including In Camera minutes to which only the Chief Administrative Officer, Director of Legislative Services, and the Division's Management Team shall have access.
- Prepares and oversees the annual budget and manages contracts.
- Seeks opportunities for grant funding, prepares funding proposals, administers grants and supervises special projects.
- Prepares and implements the annual and long term work plans.
- Represents the Archives Section on various Municipal and inter-municipal advisory committees and boards.
- Liaises with other archives and organizations, including the AABC.
- Performs other related duties as required.

Qualifications

- 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.
- An equivalent combination of education and experience may be considered.
- Possession of a valid BC driver's license and a personal vehicle available for work related use as and when required.

Physical Requirements

Uses manual tools in archival preservation and exhibit work. Moves and lifts boxes of archival records. Uses step stool on daily basis to access archival records. Climbs ladders to install and strike exhibits.

Working Conditions

Works in a public facility. Conducts site visits at various locations. Works around dust, mould, chemical fire suppression system equipment and pests.