



Provincial Job Description

TITLE:
(046) Archivist

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assesses, plans, coordinates and facilitates the delivery of Archival and Records Management Services.

QUALIFICATIONS:

- ◆ **Masters degree in Archival Studies**
- ◆ **Registration with Saskatchewan Council of Archives and Archivists**
- ◆ **Registration with Association with Canadian Archivists**
- ◆ **Registration with Canadian Council of Archives**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced computer skills**
- ◆ **Basic medical terminology**
- ◆ **Organizational skills**
- ◆ **Administrative skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Ability to teach adults**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as an Archivist to consolidate knowledge of records management and archival methods and procedures.**

KEY ACTIVITIES:

A. Archival Services

- ◆ Examines record series and identifies records for permanent retention in the Archives.
- ◆ Advises departments on final disposition of records.
- ◆ Arranges for transferring records of enduring value to the Archives.
- ◆ Acquires from private sources those records which complement the holdings of records.
- ◆ Prepares and implements procedures for accessioning and storing newly acquired records.
- ◆ Creates and manages databases of records holdings in accordance with accepted archival practice.
- ◆ Arranges for migration of data to provincial and national networks.
- ◆ Devises and maintains a finding aid system for Archival records (e.g., assists researchers).
- ◆ Describes records in compliance with the “Rules for Archival Description”.
- ◆ Provides for the long-term preservation of archival records in accordance with accepted archival practice.
- ◆ Selects, acquires and uses recommended enclosures, equipment and methods for storing archival records in all media.
- ◆ Monitors environmental conditions and makes recommendations for improvement.
- ◆ Performs conservation treatments, as required.
- ◆ Provides reference services to staff and the general public.
- ◆ Plans and directs exhibitions, publications and other outreach programs.
- ◆ Publicizes the holdings and services of the Archives department.

B. Administration

- ◆ Manages the day-to-day activities of the Archives department.
- ◆ Coordinates and provides functional guidance to volunteers, contract staff and interns.
- ◆ Prepares applications for grant funding from government and other external sources.
- ◆ Assumes responsibility for grant projects including hiring contract staff, providing functional guidance/instruction, monitoring work and preparing final reports.
- ◆ Manages the Archives supplies budget and makes recommendations for capital equipment purchases.
- ◆ Creates and edits electronic records and prepares project proposals and reports.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: November 20, 2018