

Archivist I

DEFINITION

Serving the needs of clients and community, this specialized and technical information management position involves: acquiring, arranging, describing, preserving and providing access to corporate records, private manuscript collections and related archival material. Access includes the delivery of public and specialized programs.

Employees of this class use techniques consistent with archival theory and practice in cataloguing a wide variety of historical data related to the history of the City of Edmonton. These positions are responsible for Archives collections as designated in a current work plan, focussing on unique and historic corporate records, private manuscripts, audio-visual materials and/or electronic media.

Work is performed with considerable independence under general direction of a supervisor. Being a participatory team player is critical to the overall success of departmental/section operations. The work involves supervision of volunteers and temporary staff, as required.

TYPICAL DUTIES*

Delivers reference services by assisting a variety of customers (including amateur, civic and professional researchers) in obtaining historical and contemporary information applicable to their individual requirements following established policy and procedure – in person, by telephone, mail, fax, email or via the Internet.

Organizes archival material by preparing accession lists; producing Rules for Archival Description (RAD) compliant fonds, sous-fonds and series level descriptions; compiling descriptions into finding aids; and linking descriptions to existing file listings as appropriate. Includes updating associated computer database applications.

Promotes the Archives' collection and the Heritage Facilities section by providing facility tours, speaking publicly and/or leading programs that familiarize various internal/external audiences with the mandate of and services available from the City of Edmonton Archives.

Liaises with stakeholders including potential donors within the corporate and general community, providing information and referral services in a trustworthy and confidential manner.

Assists with appraising and authenticating the historic value of potential acquisitions of both corporate and private origin.

Determines the methodology, according to recognized archival standards, required to preserve archival material, makes conservation recommendations to supervisor as necessary, and appropriately stores material.

Monitors archival storage areas to ensure the safekeeping of records and stability of environmental conditions.

Prepares reports, descriptions, correspondence, statistics and recommendations according to archival requirements.

Prepares exhibits/displays of archival materials.

Assigns work to and supervises volunteers and temporary staff as required, and ensures accuracy of results.

Seeks improvements in work processes and reports opportunities to supervisor.

Participates in section and/or departmental business planning and evaluation.

Performs related work and special projects as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of processes and procedures related to the provision of reference services.

Considerable knowledge of processes and procedures related to the provision of customer services.

Considerable knowledge of archival theory and practice, including the principles and application of Rules for Archival Description (RAD).

Considerable knowledge of the Freedom of Information and Protection of Privacy Act.

Considerable knowledge and awareness of copyright rules and regulations.

Knowledge of the application of information technology – including digitization and web site development – within an archival environment.

Considerable knowledge of software applications and equipment/tools used for effective office productivity.

Knowledge of marketing, human resources, and project and volunteer management principles and practices.

Considerable knowledge related to the processes and equipment involved with photographs, negatives, film, microfilm, microfiche, video, sound archives and measuring environmental storage conditions.

Public programming skills.

Preventive conservation knowledge and skills as per recognized archival standards.

Strong interpersonal, analytical, time management, organizational, and written and verbal communication skills. Capable of managing multiple priorities.

Ability to initiate the research process and apply thorough historical analysis.

Ability to interact directly and work effectively with a wide range of people, and exercise sound judgment.

Ability to be creative, accept challenge and demonstrate initiative to general improvements and foster positive outcomes.

Ability to work both independently with minimal supervision and as part of a team.

A good to excellent working knowledge of the history of the City of Edmonton and western Canada.

An interest in helping people and preserving the knowledge and history of the City of Edmonton.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University graduation in archival studies, history, library and information studies, or a related discipline, with course work in archival principles, procedures and techniques and a minimum of two (2) years experience in an archives environment.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0811		0812	
Last Updated:	1982-12			
Previous Updates:	1982-09, 1981-12, 1981-08			
Originated:	1978-12			