



# *Provincial Job Description*

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***TITLE:***  
**(046) Archivist**

***PAY BAND:***  
**16**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ **Masters degree in Archival Studies**
  - ◆ **Registration with the Canadian Health Libraries Association**
  - ◆ **Registration with the Saskatchewan Health Libraries Association**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Advanced computer skills**
- ◆ **Basic medical terminology**
- ◆ **Organizational and administrative skills**
- ◆ **Interpersonal and 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. Records Management**

- ◆ **Assesses current records handling procedures and makes recommendations for a records management program.**
- ◆ **Prepares schedules for the retention and disposition of administrative records ensuring compliance with statutory requirements.**
- ◆ **Coordinates implementation of the records disposition schedule.**
- ◆ **Prepares policies and procedures for records retention, storage, retrieval and disposal, ensuring quality standards are maintained.**
- ◆ **Advises and assists departments with respect to records retention and disposition matters.**

### **B. 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.**
- ◆ **Develops access guidelines for archival records ensuring compliance with administrative, legal and historical requirements.**
- ◆ **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.**

**C. 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.**
- ◆ **Provides orientation to staff.**

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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