



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 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