

ESQUIMALT POSITION DESCRIPTION

Pos. No: 844

EFFECTIVE DATE: JUNE 2024

Amended:

Approved by: Director of Corporate Services

Position Title:	Archives Research Assistant
Department/Division/Section:	Corporate Services

POSITION FUNCTION

The Archives Research Assistant provides support to the Archivist with research requests from internal and external parties and supports the maintenance and preservation of a wide variety of historical records and archival materials relating to the Municipality.

KEY DUTIES

- Assist with accessioning, arranging, describing, and cataloguing material on computer and in accession ledger and the maintenance of clipping files and photograph collection.
- Participate in Heritage Month programs and outreach events including assistance with setting up of exhibitions and displays.
- Perform research to support the Municipal collection as directed by the Archivist.
- Respond to requests for research advice and assistance on the history of the Municipality.
- Digitize archival collections and make them available online as directed by the Archivist.
- Maintain indexes, reference files, and finding aids.
- Assist with volunteer recognition events.
- Greet in person visitors and answer telephone inquiries to the archives.
- Perform related duties where requested.

INDEPENDENCE

- Archival work is generated by donations and internal and external research requests.
- Work is reviewed through discussion with the Archivist and supervisor where required.

WORKING CONDITIONS

Physical Effort:

- Move files, documents, materials, and retrieve records (frequent).
- Sit with arms unsupported while keyboarding (frequent).
- Repetitive motions while performing low speed data entry (occasional).

Mental Effort:

- Short periods of intense concentration while conducting research (frequent).
- Short periods of intense concentration while interacting with staff or the public either in person or via telephone (frequent).

Visual/Auditory Effort:

- Focus on printed material, source data, and computer monitor for short periods (often).
- Short periods of listening with intense concentration to questions from staff or the public either in person or via telephone (frequent).

Work Environment:

- Office.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Understanding of archival principles and practices according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD).
- Knowledge of the care and handling of textual, cartographic, audiovisual, and machine-readable records.
- Understanding of research methods and resources.
- Working knowledge of the principles and techniques involved with records life-cycle management.
- Familiarity with the *Freedom of Information and Protection of Privacy Act* and *Copyright Act*.
- Ability to analyse, appraise, classify, describe, arrange, and catalogue archival material.
- Effective oral and written presentation and communication skills.
- Strong organization, time management, and unit workflow prioritization skills.
- Ability to establish and maintain effective working relationships with staff; to interact effectively and tactfully with the public; to provide clear verbal and written answers to complex reference enquiries; and to provide accurate information.
- Proficient computer skills in operating a networked computer and various software programs (e.g., MS Office suite, Adobe suite, AtoM and MS Access etc.) and website content management systems.
- Experience operating various other technical equipment including specialized digitization equipment such as a photograph and negative scanner, digital video camera, digital camera, and digital voice recorder.
- Ability to work independently.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification

Completion of grade 12 supplemented by post-secondary coursework in records management, archival, library studies or a related field.

Experience

While prior experience in an archives, library, or museum, preferably with municipal or other government, is advantageous, it is not a mandatory requirement as a willingness to learn is considered more valuable. Similarly, a cursory understanding of the Rules of Archival Description (RAD) is also an asset.

OTHER

- No special licences or certifications required.
- Length of time to become familiar with job duties and responsibilities: 6 months.