

## **EMPLOYMENT OPPORTUNITY NOTICE EO08-13**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **COMMUNITY ARCHIVIST**

**REPORTING LOCATION: COMMUNITY ARCHIVES - FALCONBRIGE**

**PERMANENT POSITION**

**70 HOURS BI-WEEKLY**

**START DATE TO FOLLOW SELECTION PROCESS**

The Libraries and Heritage Resources Section, Citizen Services Division, Community Development Department of the City of Greater Sudbury, requires a Community Archivist. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$23.49 to \$29.61 per hour (subject to review).

#### **QUALIFICATIONS:**

- ▶ Master's degree in Archival Studies from a recognized University with Canadian accreditation.
- ▶ Two and one half (2½) years up to and including five (5) years directly related experience.
- ▶ Knowledge of best practices within areas of responsibility.
- ▶ Knowledge of archival services and operations.
- ▶ Knowledge of archival automated systems.
- ▶ Knowledge of various computer applications including Windows based systems (i.e. word processing, spreadsheet software, file transfer process, files maintenance, information input and retrieval, and the Internet).
- ▶ Demonstrate leadership abilities.
- ▶ Ability to demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.
- ▶ Ability to demonstrate problem solving and research skills.
- ▶ Ability to make public presentations.
- ▶ Ability to demonstrate organizational skills and attention to detailed work.
- ▶ Ability to demonstrate accurate keyboarding skills.

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COMMUNITY ARCHIVIST  
(PERMANENT POSITION)**

- ▶ Excellent use of English; verbally and in writing.
- ▶ Knowledge of French is an asset.
- ▶ Satisfactory health, attendance and former employment history.
- ▶ Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**DUTIES:** UNDER THE GENERAL SUPERVISION OF THE MANAGER OF LIBRARIES AND HERITAGE RESOURCES:

1. Develop, maintain and operate the Municipal/Community archives as a public repository for archival records of historical significance.
2. Assume custodial responsibility for the permanent corporate records of CGS in accordance with the Municipal Act, CGS's by-laws and CGS's Records Management Program.
3. Identify and solicit for donation or transfer, records (public and private) of historical and/or legal significance to CGS and its citizens.
4. Direct the retention, cataloguing, safe keeping, preservation and restoration of the archival collection.
5. Ensure reasonable supervised access to the archival collection by CGS staff, researchers and scholars, members of the general public and other client users.
6. Conduct public relations programming to encourage public support for archival programs.
7. Establish relationships with the City Clerk's Office and department sections heads that will ensure compliance with records management legislation and will best accommodate the records management needs of the various departments.
8. Develop and maintain relationships pertaining to heritage and archival collections with key stake holders in the community.
9. Perform public relations duties including tours, organizing displays and participating in community outreach events.
10. Develop and maintain partnerships with local interest groups.
11. Keep abreast of current and new trends in archival management and artifact preservation.
12. Secure premises and set security alarm.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, JANUARY 23RD, 2008 at 4:30 p.m.** to: **Citizen Service Centre, c/o The City of Greater Sudbury, P. O. Box 5000, Station "A", Sudbury, Ontario, P3A 5P3, Facsimile number: (705) 673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca).** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO08-13)** on your resume.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.