

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of April 28, 2023 and must be received by 4:45 PM on **Monday, May 8, 2023** quoting:

Competition No: 2023-146

This is technical work in the Legislative Services Department. An incumbent assists their supervisor in administering and maintaining the City's archival program. The successful candidate will also perform work related to research, acquisition, appraisal, description and conservation of archival materials, including digital record preservation; perform technical digital record preservations activities using specialized software tools; participate in identifying best practices and drafting policies related to digital preservation, and assist the record coordinators in preparation of record transfers to the archives and participates in the integration of archival and corporate records management programs. The Assistant Archivist also prepares a multi-level descriptive inventory of assigned records; responds to research requests; conducts audits of current holdings; completes appraisals of private community donations; facilitates public access to the archival materials; assists the Municipal Archivist in the acquisition of donations and transfers of records; completes assessments; participates alongside the Municipal Archivist in promoting interest and awareness of municipal archives through public information sessions and community events; attends Community Heritage Commission meetings in place of the Municipal Archivist when required. Performs related work as required.

Qualifications include a University Degree in a related field supplemented by sound related experience, or an equivalent combination of training and experience. Considerable knowledge of modern archival techniques, standards and procedures; of the policies, procedures, methods and techniques related to the archival work performed; and of the archival collection. Working knowledge of historical research techniques; and of other archival and community resources. Ability to develop, organize and administer archival operations and recommend policies and procedures for the evaluation, retention and disposal of archival records; to assess the historical significance and suitability of items for the municipal archives and to accession, classify, describe and maintain same; to establish and maintain effective working relationships with internal and external contacts and provide assistance and information to the public in an effective and courteous manner; to maintain archival retrieval systems using accepted standards; to prepare a variety of related written materials; to use related software applications; to work with minimal supervision; to lift and/or move boxes of archival materials. A valid Driver's Licence for the Province of British Columbia is required.

SALARY: \$5,053 – 5,261 – 5,480 – 5,704 – 5,944/month (Pay Grade 20) (2022 Rates)
STATUS: Regular Full Time
LOCATION: City Hall
SCHEDULE: 70 hours bi-weekly
SPECIAL NOTES: Subject to Note 'C' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50003937

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
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Burnaby BC V5G 1M2