

Freedom to Discover

JOB TITLE:	ARCHIVIST – TEMPORARY FULL TIME
PAY BAND:	Pay Grade G - \$38.155 - \$44.889 hourly
LOCATION:	Local History & Archives (LH&A) - Central Library Minimum travel to conduct library business may be required
SCHEDULE:	up to two (2) nights per week; may include weekend rotation
START DATE:	June 2023 for a period up to 1 year

JOB SUMMARY:

Since 1914, Hamilton Public Library has been collecting and preserving a variety of materials on a wide range of topics about Hamilton. Under the general direction of the Manager, Local History & Archives (LH&A), the Archivist appraises, acquires, accessions, arranges, describes, preserves and makes available records of enduring value which illustrate the growth and development of the Hamilton-Wentworth region. The Archivist will keep current on trends, standards and emerging technologies that will impact archival work and the future of archives and will take a lead role in recommending policies, procedures and standards for the use, storage and preservation of records.

Our focus in the coming years will be to digitize more of the collection and make many of these treasures more accessible and available online. The Archivist will provide leadership and expertise for planning, developing and implementing local and system-wide programs, projects and services and will take a leadership role in creating and nurturing partnerships and community connections through involvement with committees, conferences, presentations and other contacts.

In addition to providing on-site and remote customer and information services, the Archivist will assist the Manager with daily operations, coordinate services and act as a resource person for staff.

JOB DUTIES:

Appraises, acquires, accessions, arranges, describes and preserves the collection.

Identify and make recommendation to fill collection needs.

Identifies and liaises with potential donors of records; arranges, where appropriate, for the acquisition of records; arranges, where appropriate, for the transfer of de-accessions and transfer of records to other institutions.

Assists Manager; oversees daily operations; oversees, instructs and leads staff; monitors staff performance and recommends appropriate interventions; develops individual learning plans and provides feedback and progress reports; acts as a resource person

Prepares an integrated schedule for the department, using established guidelines; forwards for approval; oversees the maintenance of timekeeping and statistical records

Resolves or refers complaints; explains policies and procedures

Explores issues and develops solutions to better serve customers; coaches staff on and demonstrates excellence in customer service

Reviews services and operations; recommends changes; recommends objectives and outcomes; plans and implements projects; participates in planning, strategic planning processes and system initiatives; develops and executes work plans

Provides active leadership and expertise for planning, developing and implementing local and system-wide programs and services; assumes a leadership role on teams/committees; presents information to staff and at professional meetings and conferences

Maintains and updates procedures related to job duties including describing archival workflows; forwards for approval

Provides readers' advisory, customer and information services; conducts reference interviews; develops search strategies; recommends and locates appropriate materials and formats; demonstrates use of library resources; refers complex inquiries

Demonstrates and provides orientation to archival workflows, LH&A customer service policies, procedures and practices and safe work routines

Assist with curating LH& A holdings for both digital & physical display

Creates and maintains content for the library's website

Writes, updates and evaluates manuals and procedures; writes reports; composes correspondence; compiles and analyzes statistics; inputs and retrieves data

Participates in the design, development, deployment and support of digitization projects and digital resources and services; creates metadata in Archive Management and Digital Asset Management Systems

Assists the Manager and collaborates with team members in planning, prioritizing, coordinating and implementing departmental projects

Maintains professional knowledge and awareness of archival best practices; makes recommendations relating to archives and digital preservation practices; Attends training sessions and staff meetings

Develops and maintains community contacts; represents the library in the community; identifies and modifies library services to reflect community needs and interests; provides outreach and makes presentations to community groups; promotes library collections and services to the community

Responds to facility and service issues following established guidelines; contacts the Facilities Help Desk, the Digital Technology Helpline or Management as required

Performs preventive maintenance on equipment; contacts service personnel as required; reports maintenance problems

Performs other duties as assigned that are directly related to the major responsibilities of the job

MINIMUM QUALIFICATIONS:

Educational Requirements:

Master's Degree in Archival Studies (MAS) or Library/Information Studies (MLIS, MIS or MI) with a focus in Archives from an ALA accredited institution.

Additional certification preferred in Records Management.

Qualifications:

Valid Ontario Driver's Licence Class G

Experience:

One (1) year professional experience working in a library/archives environment; hands-on experience with archives collections

Knowledge and experience of archival principles, systems and practices

Demonstrated knowledge of metadata standards (e.g., MARC, DC), digitization, and digital preservation practices.

Knowledge of existing and emerging standards related to archives, metadata, digital records, digital preservation and records preservation theory and methodology

Knowledge of and practical experience in creating descriptions using archival descriptive standards including the Canadian Rules for Archival Description (RAD)

Excellent working knowledge and experience of computer applications including word processing, spreadsheet (Excel) and presentation software, online databases, Internet browsers , software applications for website creation and maintenance, information sharing technology and digitizing information

Relevant customer service experience including demonstrated knowledge of historical and genealogical research methods, conservation techniques and preservation

Interest in the history and culture of Hamilton, Ontario is an asset

Understanding of current copyright legislation as it pertains to archival material in all formats an asset

Project management experience an asset

Experience working with current and non-current digital record formats an asset

Familiarity with Archival Management and Digital Preservation Software such as AtoM and Archivematica

Strong research, analytical and problem solving skills

Excellent interpersonal skills, written and oral communication as well as organizational and attention to detail

Demonstrated ability to work independently and cooperatively as part of a team

Supervisory knowledge and experience organizing the workflow of self and others

Skills / Competencies:

Demonstrates skill in communicating, presenting information, writing and active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices, new technologies and related general and job-specific knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership, credibility, flexibility and good humour in a working environment characterized by change [LEADERSHIP]

Manages resources effectively through all stages of project planning and implementation [PROJECT MANAGEMENT]

Prioritizes activities and works effectively independently, as part of a team and leading others; sets and achieves or surpasses goals [RESULTS ORIENTATION]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment

Legislative Requirements:

Works in accordance with all applicable Ontario Public Library, Privacy, Occupational Health and Safety, Employment Standards, Human Rights, AODA, Labour Relations and Pay Equity legislation and all other relevant legislation

Organizational Requirements:

Adheres to policy and procedures identified in the Hamilton Public Library Manuals

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace. The incumbent will be required to provide a recent Police Vulnerable Sector Check (dated within the last 12 months).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources. We appreciate your interest, however, only those selected for an interview will be notified.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton. For more information, please review our [Mandatory Workplace COVID-19 Vaccination Certification Policy](#).

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Applying:

- The deadline for this application is 11:59pm on June 8, 2023
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various

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checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.