

## TOWN OF VIEW ROYAL

### JOB DESCRIPTION

#### RECORDS COORDINATOR / ARCHIVIST

##### **Nature and Scope:**

Reporting to the Director of Corporate Administration, the Records Coordinator/Archivist is responsible for the development, implementation and maintenance of the Town's Records Management program and its related functions, as well as the coordination of the Archives program including the collection, storage and preservation of historical records and archival materials.

##### **Duties and Responsibilities:**

1. Coordinates the development, implementation and maintenance of the Town's Records Management and Archives programs;
2. Provides the organization with customer support and advice on all records management and archives related functions and initiatives;
3. Provides expertise, technical assistance and training to Town staff and Archives volunteers to ensure compliance with the Records Management and Archives programs, including developing training materials and delivering and/or facilitating training sessions;
4. Develops, amends and implements records management and archives policies and procedures based on best practices, current research and input from Town staff and/or Archives volunteers;
5. Develops options to put forward for recommendation on corporate-wide and department specific initiatives, hardware, software and equipment purchases, technology use and changes to information management processes;
6. Analyzes records management and archives hardware and software requirements based on corporate and individual department needs;
7. Develops a variety of technical documents including reports, manuals, policies, procedures, requests for proposals, and grant applications;

##### Records Management

8. Develops, analyzes, and implements the Local Government Management Association (LGMA) based records classification and retention schedule for the lifecycle of all paper and electronic records;
9. Implements and provides support services in the management of Town records including sorting, filing, merging, labeling, cataloguing and making recommendations for disposition in accordance with relevant legislation;
10. Coordinates departments for the effective use of active, semi-active and inactive records storage holdings;
11. Reviews existing business practices from a records management perspective and makes recommendations on how to streamline current methods with records management best practices;

##### Archives

12. Manages the archival collection from acquisition and accession to classification and preservation using accepted archival standards;

13. Collects archival material through donations from the public and transfers from Town departments, sorts, catalogues and manages collections, and determines conservation and storage methods;
14. Designs, fabricates and sets up displays, provides presentations for school and community groups, and liaises with other archives organizations;
15. Offers research advice and assistance to archives clients, and provides controlled access to archival materials;
16. Recruits, trains and supervises Archives volunteers, including coordinating, assigning and reviewing tasks and archival projects.

**Knowledge, Skills and Abilities:**

1. Demonstrated understanding of the principles, practices, and legislative requirements of records management with knowledge of the LGMA records classification and retention schedule and/or similar schedules;
2. Working knowledge of archival principles and practices according to the Archives Association of BC (AABC) and Rules for Archival Description (RAD);
3. Excellent verbal, written and interpersonal skills, particularly with respect to explaining technical information to all levels of employees;
4. Strong attention to detail and ability to maintain a high degree of accuracy;
5. Demonstrated ability to work independently with minimal supervision, and reliably complete initiatives using sound project management practices;
6. Ability to maintain confidentiality when working with highly sensitive issues and documents;
7. Demonstrated ability to facilitate workshops and lead training activities;
8. Advanced knowledge and experience with Microsoft Office Suite (Outlook, Word, Excel), Windows Explorer, databases and records management software;
9. Ability to liaise and deal with internal and external contacts and to communicate courteously, professionally, tactfully and effectively;
10. Ability to lift records storage boxes and materials weighing up to 25 lbs.

**Required Qualifications:**

1. Completion of a recognized diploma program in records management, archival or library studies;
2. Minimum of 3 years directly related experience in an office environment with responsibility for records management and/or archives at a senior level, preferably in a municipal or other government agency setting;
3. An equivalent combination of related experience and education may be considered.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be part of the position.



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Kim Anema  
Chief Administrative Officer