

**Job Class Profile:**            **Archivist**

**Pay Level:**                      **CG-42**                      **Point Band:**                      **994-1037**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	4	7	6	6	4	3	
Points	327	83	13	19	210	130	124	86	32	1024

## JOB SUMMARY

The Archivist performs professional work in the acquisition, appraisal, description, research, cataloguing and disposition of permanent government records and historically valuable documents.

### Key and Periodic Activities

- Analyzes, appraises, identifies and acquires records of archival or historical value created by government departments, boards, agencies, commissions and crown corporations including developing records retention and disposal schedules.
- Reviews, edits and writes sections of retention schedules to ensure archival records are identified.
- Maintains a database documenting decisions related to the acquisition and disposal of government records.
- Undertakes research as required to establish the history and significance of records.
- Maintains knowledge of Access to Information and Protection of Privacy (ATIPP) legislation, recordkeeping and professional archival and information management standards and practices.
- Provides input and may implement new policies and procedures regarding the management of archival records.
- Evaluates existing government records holdings to ensure that the corporate memory of the Government of Newfoundland and Labrador is retained.
- Provides assistance to archival researchers or assists staff by providing information on government records holdings to enable staff to respond to research requests.
- Conducts presentations on the role of The Provincial Archives in information management and the archival requirements needed.
- Contributes to the strategic plan by developing and achieving divisional goals, objectives and work plans and recommending priorities.
- Develops description standards for archival records (photographs, maps, drawings) which conform to national rules (Rules for Archival Description) and are used for in-house guidelines.
- Authorizes all descriptive work to ensure it conforms to national and international standards by reviewing descriptions, checking for historical accuracy, proof-reading and editing.

### Key and Periodic Activities

- Provides advice to staff on all aspects of accessioning, arrangement and description.
- Oversees the development of the GENCAT Collections Management system which links several functions including appraisal, accession, description and location.
- Provides advice to archivists on all arrangement and descriptive processes.
- Creates name authorities for organizations, government departments and agencies.
- Participates in committees as required.
- Provides specialized knowledge on Newfoundland and Labrador history.
- Prepares grant applications.
- Maintains linkages with the professional archive community by participating in professional associations.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Information Management standards.
- Archival theory, practice, principles and methodologies.
- National and international cataloguing rules (Rules for Archival Description) and subject headings (Canadiana, Library of Congress).
- Access to Information and Protection of Privacy (ATIPP) legislation.
- Newfoundland and Labrador history and heritage.

#### Formal Education and/or Certification(s):

- Minimum: Masters Degree in Archival Studies.

#### Years of Experience:

- Minimum: 5 – 6 years.

#### Competencies:

- Computer skills.
- Proof-reading ability.
- Research skills.
- Presentation skills.

### Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from others and asking questions to gather additional information regarding records to be disposed. This is essential for archival appraisal as the significance and importance of the records must be determined. Providing routine and complex information and direction to others including providing assistance to researchers and expert advice to employees regarding the records management process and to gain the co-operation of other employees to complete work tasks.
- Communications occur with employees within the immediate work area, department and other government departments, agencies, boards and commissions; supervisors and managers; members of the general public as well as professional associations.

- The most significant contacts include other archivists, co-workers and archival staff; researchers; records management staff from government departments, agencies, boards and commissions and information management staff regarding records retention and disposal processes.

## EFFORT

### Physical Effort

- Work demands occasionally result in fatigue, requiring periods of rest.
- Lifting and moving boxes of original archived records, weighing up to 25 lbs., occurs occasionally. The use of gross motor skills are required when moving boxes of archival records in storage areas.
- Sitting is required as the majority of work tasks involve the use of a computer. Standing, walking, climbing and working in awkward or cramped positions are required to retrieve and shelve records when working in storage areas.
- Fine finger and precision work is required to operate a computer.

### Concentration

- **Visual** concentration is required to operate a computer to perform work tasks and to review records retention and disposal submissions to determine records of archival value. Archival appraisal often requires physical examination of records to determine value.
- **Auditory** concentration is required when requesting additional information regarding records to be disposed of.
- **Repetition requiring alertness** is evident in the review of disposal submissions which requires a review of box listings (i.e. files), to identify archival and non archival records, document the appraisal decision in the GENCAT database and provide a summary of the archival decisions which forms part of a report sent to the Government Records Committee.
- **Higher than normal levels of attentiveness or alertness** for health and safety is evident when exposed to archived records which have been contaminated with mould or mildew.
- **Time pressures and deadlines** exist to have record appraisals completed in time for the monthly Government Records Committee meeting or to have archival descriptions ready for specific exhibits.
- **Interruptions** occur to provide assistance to researchers.
- **Lack of control over work pace** exists because disposal submissions and records retention schedules are developed by government departments, agencies, boards and commissions and are submitted at any time for review.
- **Eye hand coordination** is required to operate a computer and perform data entry.
- **Exact results and precision** is required as attention to detail is vital when performing archival descriptive work and to maintain archival database information.

### Complexity

- For archival appraisal, a typical challenge could relate to the appraisal of operational records for a department, agency, board or commission as they are unique to the organization which created the records. If appraisals have not been determined before, no guidelines would exist and would therefore have to be developed. New best practice methodologies may have to be

developed. With regards to archival descriptive work, a typical challenge would involve providing direction for the arrangement and description of a complex collection of records of an organization. The records may be in disarray and may have to be described (i.e. catalogued) to ensure conformance to Canadian professional standards which is mandatory for the arrangement and description of records. Each collection is unique and requires a methodical approach based on interpretation of theories.

- References available to address typical issues may include professional archival literature, policy, procedures and guidelines, professional archives listserv ARCAN-L (to obtain information regarding how other jurisdictions have appraised government records), Rules of Archival Description, Library of Congress Subject Headings and various thesauri, including Getty, Federal legislation regarding copyright, The Rooms Act, Access to Information and Protection of Privacy (ATIPP) as well as consultation with the Provincial Director and other Archivists.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled. Broad direction is provided by the Director with daily work tasks and responsibilities performed independently.
- Independent decisions can be made regarding archival appraisals which determine the disposition of information from government departments, agencies, boards and commissions as well as to authorize all archival descriptive work. Following authorization, descriptions are published online on the Archives database.
- Supervisory approval is required from the Government Records Committee for appraisals; purchases and all policy changes require Director approval. Input into policy changes/recommendations is provided and a review of policies and procedures is conducted to ensure best practices are met.
- Discretion and judgment are exercised in the application of in-house policies and procedures.
- High degree of independent discretion and judgment is exercised in the performance of daily tasks as general direction is provided.

### Impact

- Impacts are directly felt within the immediate work area, department and organization, outside the organization and on the public.
- Impact is felt on resources such as information, in terms of accurate archival records and corporate image since information about the Provincial Archives records is published on the Internet or in exhibits and must be professional, well-written and authentic.
- Appraisal decisions affect the Provincial Archives since these decisions determine what records are transferred to the Provincial Archives and what records a department, agency, board or commission can destroy. Records transferred to the Provincial Archives enhance research significance for public and government researchers.
- Errors in final authorized descriptions will prevent staff from locating and retrieving records for clients/researchers. Mistakes in descriptions which are published online or in exhibits could result in poor corporate image.
- Once records are destroyed, the information can no longer be accessed and, therefore, would

impact government, the specific department, agency, board or commission, the province and researchers.

- Mistakes or errors are typically identified by staff and corrected.

#### **Development and Leadership of Others**

- Responsible for supervision of a small work group. (1 to 4 employees).
- Development and leadership responsibilities include providing on-the-job advice, guidance, direction, training, feedback, orientation, acting as a technical mentor or advisor, delegating tasks, organizing and co-ordinating work duties and responsibilities and checking/reviewing work performed.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Special precautions or safety equipment such as dust masks and protective gloves may be required when working in storage areas handling original archived materials to prevent contact with contaminants.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses or fractures.
- Injury or occupational illness resulting in partial or total disability typically does not apply.
- When working in storage areas, there is possible exposure to dirt and dust; limited ventilation and lighting; contaminants such as mould or mildew; odours; sharp objects and awkward or confining workspaces.