



JOB POSTING #53-19CCS COMMUNITY & CULTURAL SERVICES ARCHIVIST ASSISTANT

Date of Posting: March 4, 2019

The County of Elgin has a vacancy for a Temporary Full-time Archivist Assistant position. Working as part of a collaborative team in the Department of Community and Cultural Services, the successful candidate will be responsible for a variety of tasks relating to the operation of the Elgin County Archives and the corporate records management program.

Key Responsibilities:

- Provide reference services to the public and County staff.
- Process archival collections, including basic preservation, arrangement and description according to the Rules of Archival Description.
- Maintain and store materials according to established archival guidelines.
- Provide access to the archival collection by all interested parties, such as the local municipalities.
- Digitization and Internet related projects.
- Promote the archives in the community.
- Maintain and provide accessibility to archival databases.
- Supervise temporary employees and volunteers, in absence of Manager.
- Assist in the records management program of the County.

Hours: 35 hours per week

Salary: \$28.12 – 32.88 per hour

Location: Elgin County Archives - County Administration Building
450 Sunset Drive, St. Thomas

Effective: May 13, 2019 to May 12, 2020

Qualifications:

- The successful candidate will have completed post-secondary education in archival studies or records and information management, or equivalent combination of education and experience.
- Must have thorough knowledge of archival principles and practice along with excellent communication and customer service skills.
- Familiarity with database management systems, digitization procedures, records management procedures and website development are definite assets.

Resume Deadline: 4:30pm Wednesday, March 20, 2019

To be considered, please email your resume, including cover letter (preferably in one document, PDF or Word format) to: jobs@elgin.ca The Job Posting number must be indicated in the subject line of your email. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.