



## ARCHIVIST, PERMANENT

---

**Closing Date:** March 04, 2016

**Department:** Recreation, Culture & Community Services

**File Number:** SV16-31

**Hours:** Monday to Friday 8:30 a.m. - 4:30 p.m.

**Salary:** \$68,366 - \$81,388 per annum

---

Reporting to the Director of Recreation, Culture & Community Services, the position supervises the Archives Assistant, and is responsible for the appraisal, acquisition, arrangement, description, and conservation of all municipal and local records stored at the Belleville/County of Hastings Archives as well as for providing access to the records and promotion of the Archives.

### EDUCATION/SPECIALIZED TRAINING/SKILLS:

- Masters of Archival Studies (M.A.S.), Masters Level of study in Library and Information Science (M.L.I.S.) with an area of specialization in archival science, or equivalent experience combined with pertinent post-secondary education.
- Knowledge of and experience with microcomputers and their applications in archival work.
- Knowledge of current archival principles and practices for access and privacy, acquisition, appraisal, description, organization, preservation, and reference and outreach services.
- Strong planning, administrative, project management, and problem solving skills.
- Knowledge of local history and municipal government.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work both independently and as part of a team.

### WORK EXPERIENCE:

- Minimum of five years' experience as a professional archivist, preferably in a municipal setting.

Job Description Available Upon Request

---

**Apply By Email:**

[hrgeneral@city.belleville.on.ca](mailto:hrgeneral@city.belleville.on.ca)

**Apply By Mail:**

Human Resources City of Belleville, City Hall, 169 Front Street Belleville, ON K8N 2Y8

*Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.*

*The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.*

*The successful candidate will be required to provide at their own expense a satisfactory criminal reference check dated within the past 6 months prior to the commencement of employment.*